

September 14, 2020

Dear Sir,

I am interested in applying for the position of "**COORDINATOR**", currently being advertised on bdjobs.com. After reading about the job description, I assume that all the requirements you need from applicants precisely meet my work experiences and academic qualifications, and believe that am well suited to join your team in this capacity. Attached is my CV for your consideration.

As the attached CV indicates, I have gained over 03 years of progressive professional experience on development and research sector in diversified roles with a focus to coordination, liaison & communication, social mobilization, monitoring and evaluation. I also have some humanitarian experience regarding collecting and distributing foods, clothing and educational materials, providing monetary assistance amongst the poor and helpless people. Besides, I have a voluntary experience of working at school level in support of Democracywatch and British Council, for the psychological development of the school going children and understanding how friendly their relationship is with their guardian. I am a regular blood donor also.

At present I'm working as an Officer (Project Support & Coordination) at Sustainable Research and Consultancy (SRC) Limited, where I provide the coordination support to implement various projects and programs. I actively participate in managing administrative, development, planning, and implementation policies and programs; expediting project implementation by maintaining liaison with government/non-government authority, local & international agencies and other stakeholders; reviewing and checking documents related with bid, contract and any other request received from project implementing agencies; and supporting in monitoring & evaluation. I also participate in meetings, seminars and workshops at national, regional and country level.

Besides the professional skills, I also possess a vivid technical knowledge on MS Word, MS Excel, PowerPoint, MS Outlook, Web Applications, Social Media, Java, HTML, CSS, Oracle/My SQL etc. In addition, I'm holding a master's degree in Social Science with special concentration on project cycle management, and public policy analysis.

I firmly believe that, my diligence, competency and integrity combined with the work environment of your organization can make an immediate and positive impact. I appreciate your consideration and look forward to hearing from you.

Noted That: My current salary is BDT 32,000 and expectation is BDT 40,000.

Best Regards

Md. Mehedi Hasan