

Curriculum Vitae of MD. MEHEDI HASAN

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Career Objective:

I am a progressive professional worker in the development sector with over 03 years of proven experience scholarly engaged with various projects in several organizations. In addition, I am holding a master's degree in Public Administration with special concentration on Project Management and Public Policy Analysis. I am currently seeking **Project Management** related jobs that will allow me to apply my diversified skills and gain further experience, while enhancing the organization's productivity and reputation.

Academic Qualification:

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| 2012-2013 | : | Master of Social Sciences (MSS.), Public Administration, University of Dhaka. |
| 2008-2012 | : | Bachelor of Social Sciences (BSS.), Public Administration, University of Dhaka. |
| | | Project Management & Evaluation, Public Policy Analysis, GO-NGO Collaboration, |
| Major Coursework | : | Research Methodology, Development Administration, Local Governance, Public Private Partnership, Gender Administration. |

Professional Experience:

February 01, 2018 to Continuing

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|---------------------------|---|---|
| Position held | : | Project Support and Coordination Officer |
| Major Projects | * | Dhaka - CTG - Cox's Bazaar Railway Project |
| | * | Health and Livelihood Improvement of Waste Pickers in Bangladesh |
| | * | Workers Livelihood Improvement Project in Bangladesh |
| | * | Waste Management Improvement Project with DNCC |
| Organization | : | Sustainable Research and Consultancy (SRC) Ltd. |
| Succinct responsibilities | - | Coordinate and Facilitate planning & implementation activities in support of the project; |
| | - | Expedite project implementation by maintaining liaison with government / non-government authority, local & international agencies and other stakeholders; |
| | - | Review, check and keep records of documents and information related to project; |
| | - | Support to prepare proposal, presentations, and reports; |
| | - | Organize meeting, seminar, workshop, training, and field visit. |

January 01, 2017 to January 31, 2018

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| Position held | : | Field Investigator |
| Major Projects | * | Matarbari Ultra Super Critical Coal Fired Power Plant Project |
| | * | Third Urban Governance & Infrastructure Improvement (UGIIP-III) Project |
| Organization | : | Sustainable Research and Consultancy (SRC) Ltd. |
| Succinct responsibilities | - | Collaborate with stakeholders, policyholders & the local administration; |
| | - | Arrange Focus Group Discussion and Interview; |
| | - | Assist in conducting EMP, EIA, IEE, and Baseline Survey; |
| | - | Facilitate preparation of Environmental Master Plan for 30 municipalities; |
| | - | Facilitate preparation of Drainage Master Plan for 16 municipalities; |
| | - | Support in data collection, sampling, preparation of reports and presentations. |

March 01, 2016 to September 30, 2016

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| Position held | : | Research Associate |
| Major Projects | * | Migration, Environment, Climate Change and Disaster Management in collaboration with IOM |
| | * | District Towns Infrastructure Development Project (DTIDP) of LGED |
| Organization | : | Human Development Research Centre (HDRC) |
| Succinct responsibilities | - | Collect, compile & analyze data and information; |
| | - | Make contacts and appointments with Relevant Key Informants; |
| | - | Arrange Focus Group Discussion and Interview; |
| | - | Support to translation of Paurashava Master Plan from English into Bengali; |

- Assist in preparation of Reports and Presentations;
- Organize meeting, seminar, workshop and training.

Distinctive Attributes:

- Strong Interpersonal Skills
- Team Building Skills
- Communication Skills
- Multitasking Skills
- Report Writing Skills
- Ability to work under heavy pressure
- Adaptability with changes
- Flexible to travel frequently to the remotest part

Language Proficiency:

- Bengali (Mother Tongue) : Reading, Writing, Speaking
- English : Reading, Writing, Speaking
- Hindi : Understanding, Speaking

Computer and IT Skills:

- Programming Language : Java, HTML, CSS, Oracle, My SQL, JavaScript
- MS Office Package : Word, Excel, PowerPoint, Access, Outlook
- Browsing & Others : Windows OS, Web Applications, Internet Browsing, Email management
- Social Media Management : Facebook, YouTube, Meet, Zoom, Team, WhatsApp, LinkedIn, Skype
- Typing : Bangla (Bijoy), English

Other Experiences & Extracurricular Activities:

- Worked as a Research Associate (Part Time) of **Center for Asia-Pacific Initiative (CAPI)** for the period of 05.04.2019 to 05.08.2019 on the Piloting Phase of SME base Comparative Study in Developing Country
- Worked as a **Coordinator** in the Social Action Project “ইচ্ছেপূরণ (Icchepuron)” under the Active Citizens Youth Leadership Training program of **British Council**, supported by Democracywatch. <http://www.dwatch-bd.org/ylp1.html>
- Conducted several field researches on Contemporary Local Government in Bangladesh, Politicization of Professionals, Migration Pattern in Dhaka city, and Corruption & Tadbir in Bureaucracy.
- Involved in organizing the festival entitled, "Bijoy-e Parbon-e" arranged by Utshe, marking 41st Victory Day of Bangladesh. <http://www.thedailystar.net/news-detail-261174>
- Founder member of the voluntary group “**Friends Society of Rangpur**” - <http://fsrbd.org/>
- Voluntary regular **Blood Donor** (28th times till now).

Training and Workshop:

- IT Diploma in “Enterprise Systems Analysis & Design with J2EE” from “Islamic Development Bank – Bangladesh Islamic Solidarity Educational Wakf (**IsDB-BISEW**)”. <http://idb-bisew.org/>
- Participant of the Active Citizens Youth Leadership Training Programme of **British Council**, supported by Democracywatch. <https://www.britishcouncil.org/active-citizens>
- Attended the Climate Culture and Art Symposium 2018 for Youth in Bangladesh under the Gobeshona Young Researcher’s programme organized by **ICCCAD**. <http://art-symposium-4youth.icccad.net/>
- **Post-Graduate Diploma (PGD)** on Social Compliance and CSR Issues, organized by Institute of Apparel Research and Technology, **BKMEA**. http://www.bkmea.com/training_institute.html
- Attended workshop on “Health and Livelihood Improvement of waste pickers in Bangladesh” organized by Stamford university Bangladesh.

Personal Information:

Present Address : Central Road First Drive, House – 111, Flat – 5B, Kolabagan, Dhaka-1205.
 Permanent Address : House-48, Road-03, Khamar para, Alamnagar, Kotwali, Rangpur-5402.
 Nationality : Bangladeshi by Birth
 National ID : 19908524912147922
 Passport No : BM0481157
 Blood group : O Positive
 Marital Status : Single

Achievements:

- 2005 : Got a board scholarship for achieving Golden A⁺ in SSC exam.
- 2017 : Awarded a special certificate from iART, BKMEA for achieving A+ in PGD course on Social Compliance and CSR Issues.
- 2019 : Achieved a certificate of recognition from British Council Bangladesh for successfully participating on Active Citizens Youth Leadership Training.
- 2019 : Received a special commemorative plaque along with a special ID card and certificate from Quantum Foundation for 3rd time blood donation.

Reference:

- Referee 1 Abu Jubayer, Managing Director, Sustainable Research and Consultancy Limited (SRCL).
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- Referee 2 Md. Sultan Mahmud, Senior Sector Specialist (CEP, GJ&D, HRLS), BRAC.
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