

# 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 & Evaluation, Public Policy Analysis, GO-NGO Collaboration, and Research Methodology. 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:

2012-2013	:	Master of Social Sciences (M.S.S.), Public Administration, University of Dhaka.
2008-2012	:	Bachelor of Social Sciences (B.S.S.), Public Administration, University of Dhaka.

## Professional Experience:

### February 01, 2018 to Present

Position held	: <b>Project Support and Coordination Officer</b>
Major Projects	<ul style="list-style-type: none"><li>* Dhaka - CTG - Cox's Bazaar Railway Project</li><li>* Health and Livelihood Improvement of Waste Pickers in Bangladesh</li><li>* Workers Livelihood Improvement Project in Bangladesh</li><li>* Waste Management Improvement Project with DNCC</li></ul>
Organization	: <b>Sustainable Research and Consultancy (SRC) Ltd.</b>
Succinct responsibilities	<ul style="list-style-type: none"><li>- Coordinate and Facilitate planning &amp; implementation activities in support of the project;</li><li>- Expedite project implementation by maintaining liaison with government / non-government authority, local &amp; international agencies and other stakeholders;</li><li>- Review, check and keep records of documents and information related to project;</li><li>- Support to prepare proposal, presentations, and reports;</li><li>- Organize meeting, seminar, workshop, training, and field visit.</li></ul>

### January 01, 2017 to January 31, 2018

Position held	: <b>Field Investigator</b>
Major Projects	<ul style="list-style-type: none"><li>* Matarbari Ultra Super Critical Coal Fired Power Plant Project</li><li>* Third Urban Governance &amp; Infrastructure Improvement (UGIIP-III) Project</li></ul>
Organization	: <b>Sustainable Research and Consultancy (SRC) Ltd.</b>
Succinct responsibilities	<ul style="list-style-type: none"><li>- Collaborate with stakeholders, policyholders &amp; the local administration;</li><li>- Arrange Focus Group Discussion and Interview;</li><li>- Assist in conducting EMP, EIA, IEE, and Baseline Survey;</li><li>- Facilitate preparation of Environmental Master Plan for 30 municipalities;</li><li>- Facilitate preparation of Drainage Master Plan for 16 municipalities;</li><li>- Support in data collection, sampling, preparation of reports and presentations.</li></ul>

### March 01, 2016 to September 30, 2016

Position held	: <b>Research Associate</b>
Major Projects	<ul style="list-style-type: none"><li>* Migration, Environment, Climate Change and Disaster Management in collaboration with IOM</li><li>* District Towns Infrastructure Development Project (DTIDP) of LGED</li></ul>
Organization	: <b>Human Development Research Centre (HDRC)</b>
Succinct responsibilities	<ul style="list-style-type: none"><li>- Collect, compile &amp; analyze data and information;</li><li>- Make contacts and appointments with Relevant Key Informants;</li><li>- Arrange Focus Group Discussion and Interview;</li><li>- Support to translation of Paurashava Master Plan from English into Bengali;</li><li>- Assist in preparation of Reports and Presentations;</li><li>- Organize meeting, seminar, workshop and training.</li></ul>

## Language Proficiency:

- |                           |                              |
|---------------------------|------------------------------|
| • Bengali (Mother Tongue) | : Reading, Writing, Speaking |
| • English                 | : Reading, Writing, Speaking |

## Distinctive Attributes:

- Strong interpersonal Skills
- Team Building Skills
- Multitasking Skills
- Communication Skills
- Ability to work under pressure
- Enthusiastic to explore new places & cultures
- Adaptability with changes
- Flexible to travel frequently to the remotest part

## Computer & IT Skills:

- ✓ Programming Language : Java, HTML, CSS, Oracle, My SQL, JavaScript.
- ✓ MS Office Package : Word, Excel, PowerPoint, Access, Outlook.
- ✓ Operating System & 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 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>
- 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** (28<sup>th</sup> 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](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

## Distinction:

- 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

## Reference:

- Reference 1 Abu Jubayer, Managing Director, Sustainable Research and Consultancy (SRC) Ltd. and Director (Operations), Center for Sustainability & Development, Stamford University Bangladesh, Dhaka.  
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