**Curriculum Vitae of MD. MEHEDI HASAN**



Cell: +880-1717-677451, +880-1521-252064

Email: [mhshuvo29@gmail.com](mailto:mhshuvo29@gmail.com)

**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 | **:** **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** | |
| 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** | |
| 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. |

**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 “B‡”Qc~iY (Icchepuron)Ó 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** (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_institite.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 Limited (SRCL).  Cell: +880-1711-459532 Email: [jubayer.buet.bd@gmail.com](mailto:jubayer.buet.bd@gmail.com) |
| Reference 2 | Md. Sultan Mahmud, Senior Sector Specialist (CEP, GJ&D, HRLS), BRAC, Baniachong, Habigonj.  Cell: +880-1730-347653 Email: [sultan.mahmud@brac.net](mailto:sultan.mahmud@brac.net) |