***Curriculum Vitae of MD. MEHEDI HASAN***



***Career Objective:***

|  |
| --- |
| I am a progressive professional worker in the development sector with over 3 years of proven experience scholarly engaged with various projects in several organizations. In addition, I am holding a master’s degree in Social Science with special concentration on Project Cycle Management, Public Policy Analysis, and Research Methodology. I am currently seeking ***Project Management*** related jobs that will allow me to take challenges and apply my analytical, technical, capacity building, team building, and communications skills. |

***Education:***

|  |  |
| --- | --- |
| 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 Experiences:***

|  |  |
| --- | --- |
| **February 01, 2018 to Present** | |
| Position held | : **Officer (Project Support and Coordination)** |
| **Major Projects** | * Baseline survey of EMP preparation of Matarbari USCCF Power Plant Project * Dhaka - CTG - Cox’s Bazaar Railway Project * Dhaka - Joydevpur - Ishwardy Railway Project * Environmental Master Plan Project (All over Bangladesh) |
| **Organization** | : **Sustainable Research and Consultancy (SRC) Ltd.** |
| Succinct responsibilities | * To manage administrative, development, planning, and implementation policies, procedures and programs in support of the project; * Expedite project implementation by maintaining liaison with government/non-government authority, local & international agencies and other stakeholders; * Review and check documents related with bid, contract and any other request received from project implementing agencies; * Support to prepare presentation, event report, organizing meeting/seminar, internal events, programs & field visit as and when necessary; * Perform any other duties as may be assigned by the authority. |

|  |  |
| --- | --- |
| **January 01, 2017 to January 31, 2018** | |
| Position held | : **Field Investigator** |
| **Major Projects** | * Baseline survey of EMP preparation of Matarbari USCCF Power Plant Project * Third Urban Governance & Infrastructure Improvement Project (UGIIP-3) * Environmental Master Plan Project (All over Bangladesh) * Drainage Master Plan Project (16 Districts) |
| **Organization** | : **Sustainable Research and Consultancy (SRC) Ltd.** |
| Succinct responsibilities | * Collaborating with customers, claimants, policyholders & the local administration; * Field visit as and when necessary; * Organize and facilitate focus group discussion; * Support in conducting EMP, social/baseline surveys as and when required; * Assist in data collection, report preparation and further tasks as per instruction by the authorized management; * Draft accurate and concise reports & presentations based on all collected findings. |

|  |  |
| --- | --- |
| **March 01, 2016 to September 30, 2016** | |
| Position held | : **Research Associate** |
| Organization | : Human Development Research Centre (HDRC) |

***Distinctive Attributes:***

|  |  |
| --- | --- |
| * Profound knowledge on MS Word, MS Excel, PowerPoint, Web Applications, Social Media, HTML, CSS, Oracle/My SQL, Java etc. * Typing Bangla with Bijoy software * Flexible to travel frequently * Team Building Skills | * Ability to work under heavy pressure * Enthusiastic to explore new places & cultures * Adaptability with changes * Well-disciplined & Punctual * Goal Oriented Skills |

***Other Experiences & Voluntary 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>
* Conduct 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_institite.html>

***Personal Information:***

|  |  |
| --- | --- |
| Address  Contact No  E-mail  Nationality  Languages  Passport No  Blood group | : Central Road First Drive, House – 111, Flat – 5B, Kolabagan, Dhaka-1205.  : +880-1717-677451, +880-1521-252064  : [mhshuvo29@gmail.com](mailto:mhshuvo29@gmail.com)  : Bangladeshi by Birth  : Advanced Bangla, Fluent English and some understanding of Hindi.  : BM0481157  : O Positive |

***Distinction:***

|  |  |
| --- | --- |
| 2005 | : Got a board scholarship for achieving Golden A+. |

***References:***

|  |  |
| --- | --- |
| ***Referee 1*** | **Abu Jubayer**, Managing Director, Sustainable Research and Consultancy (SRC) Ltd. and Director (Operations), Center for Sustainability & Development, Stamford University Bangladesh, Dhaka.  **Cell:** +8801711-459532 **Email:** [jubayer.buet.bd@gmail.com](mailto:jubayer.buet.bd@gmail.com) |
| ***Referee 2*** | **Md. Sultan Mahmud**, Senior Sector Specialist (CEP, GJ&D, HRLS), BRAC, Baniachong, Habigonj.  **Cell:** +8801730-347653 **Email:** [sultan.mahmud@brac.net](mailto:sultan.mahmud@brac.net) |

***Acknowledgement:***

I, the undersigned hereby certify that, to the best of my knowledge and belief, above mentioned credentials correctly describe myself, and I will be liable for any feigned information.

**Md. Mehedi Hasan**

