* Working as an **Officer** in **Sustainable Research and Consultancy (SRC) Ltd.** since February 01, 2018.

**My Succinct responsibilities are:**

To manage administrative, development, planning, and implementation policies, procedures and programs in support of the project; Maintain liaison with government/non- government authority, local & international agencies and other stakeholders; Support to prepare presentation, event report, organizing meeting/seminar, internal events, programs & field visit as and when necessary; Conduct social/baseline surveys as and when required; Assist in data collection, report preparation and further tasks as per instruction by the authorized management.

* Worked as a **Field Investigator** in **Matarbari Ultra Super Critical Coal Fired Power Plant Project** from January 01, 2017 to January 31, 2018.

**My Succinct responsibilities were:**

Collaborating with customers, claimants, policyholders & the local administration; Field visit as and when necessary; Organize and facilitate focus group discussion; Reviewing the investigation project thoroughly for detecting the possible loopholes & reporting the results to the authorized person; Draft accurate and concise reports & presentations based on all collected findings.

* Worked as a **Research Associate** in **Human Development Research Centre (HDRC)** from March 01, 2016 to September 30, 2016.

**Paramount Involvements:**

While working as a Research Associate in country’s reputed research organization, I was involved to orchestrate multiple responsibilities symphonizing with different national and international stakeholders.

**My Succinct responsibilities were:**

Desk research; Collection, compilation & analysis of data and information; Making contacts and appointments with relevant key informants; Interviewing of the key informants as & when required; Support to translation of Paurashava Master Plan from English into Bengali; Assist in analysis & preparation of report; thematic Research on “Migration, Environment, Climate Change and Disaster Management” in collaboration with International Organization for Migration (IOM); District Towns Infrastructure Development Project (DTIDP) under LGED; Organizing seminar/workshops; and Assist in analysis and drafting of report.