**Resume 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 Records:**

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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. |
| **Major Coursework** | : | Project Management and Evaluation, Public Policy Analysis, GO-NGO Collaboration, Research Methodology, Development Administration, Local Governance, Public Private Partnership, Gender Administration. |

**Professional Experiences:**

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| **February 01, 2018 to Continuing** | |
| Position held | : Project Support and Coordination Officer |
| **Major Projects** | * Dhaka - CTG - Cox’s Bazaar Railway * Health and Livelihood Improvement of Waste Pickers in Bangladesh * Workers Livelihood Improvement Project in Bangladesh * Waste Management Improvement Project with Dhaka North City Corporation (DNCC) |
| **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 proposal, 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. |

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| **January 01, 2017 to January 31, 2018** | |
| Position held | : Field Investigator |
| **Major Projects** | * Matarbari Ultra Super Critical Coal Fired Power Plant * Third Urban Governance & Infrastructure Improvement (UGIIP-III) |
| **Organization** | **: Sustainable Research and Consultancy (SRC) Ltd.** |
| Succinct responsibilities | * Collaborating with customers, claimants, policyholders & the local administration; * Organize and facilitate focus group discussion; * Support in conducting EMP, EIA, baseline surveys; * Assist in Preparation of Environmental Master Plan of 30 municipalities * Assist in Preparation of Drainage Master Plan of 16 municipalities * Draft accurate and concise reports & presentations based on all collected findings; * Assist in data collection, sampling, report preparation and further tasks as per instruction by the authorized management. |

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

**Distinctive Attributes:**

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| * Strong interpersonal Skills * Team Building Skills * Communication Skills * Goal Oriented 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 Literacy:**

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| * 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 & Avro), English |

**Other Experiences & Extracurricular Activities:**

* Worked as aResearch 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 “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>
* 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 Diplomain “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:**

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

**Achievements:**

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

**References:**

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| 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**

