



## **BRAC Internship Application Form**

### **1. Personal Information**

**Name:** Md Rakib Hasan

**Gender:** Male

**Date of Birth (dd/mm/yyyy):** 02/01/2001

**Nationality:** Bangladeshi

**Passport No.:** A18227884

**Country of Residence:** Bangladesh

**Permanent Address:** Vill-Ekorzona, PO-Baharpur, Baliakandi, Rajbari

**Correspondence Address:** B2, Road-01, Chand Uddan Housing, Mohammadpur, Dhaka-1207

**Telephone:** +8801875545062

**Email:** rakibhhrdoy@yahoo.com

**Fax:**

### **2. Internship Details**

**Where did you hear about BRAC?**

From LinkedIn

**Internship Type**

- ☒ **BRAC Internship**  
☐ **Voluntary Work for Professionals**  
☐ **Placement as a Research Fellow (eg: Fulbright)**

**Specify the internship placement you are applying for:**

Corporate Affairs – BRAC International

**Reasons for applying for this placement:** (describe how you can add value to this project)

In order to support BRAC International's objective of promoting administrative excellence in development operations and to obtain practical experience in a vibrant, impact-driven company, I'm applying for this placement. I can make a valuable contribution to the Corporate Affairs team thanks to my experience handling field logistics, assisting with administrative paperwork, and organizing multidisciplinary research. My experience working as a research assistant at nationally renowned institutions has given me shown abilities in documentation, communication, and process coordination. I have a solid track record of working in organized, deadline-driven settings and am skilled with programs like Microsoft Word, Excel, and PowerPoint. By facilitating efficient daily operations, improving reporting accuracy, and applying a flexible, meticulous work ethic to duties like mail coordination, document preparation, and logistical planning, I think I can contribute to this initiative. I will be able to efficiently meet the team's continuing needs thanks to my rapid learning curve and ability to integrate into new systems.

**Period: From (dd/mm/yy)** 1/07/2025

**To (dd/mm/yy)** 1/10/2025

#### **BRAC**

BRAC Centre  
75 Mohakhali  
Dhaka 1212  
Bangladesh

T: +88 02 9881265  
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E: info@brac.net  
W: www.brac.net

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The Societies  
Registration Act of 1860

3. Personal Background	
a) Skills and Experience	
Area	Details of Experience
Advocacy	
Research	2 years of experience in Quantitative Research, focusing on environment health risk assessment & water quality modelling including Ground Water Arsenic, Iron contamination & Heavy metal related health risk assessment of Surface Water (River).
Teaching	1.5 years of experience in global audience teaching coding and data science in the platform of Code in Place of Stanford University.
Training	
Proposal & Report Writing	3 years of proposal and report writing experience related research grant proposal and report writing of scientific studies.
Photography	
Film Making	
Graphic Design	1 years of experience of creating traditional art, related of village lifestyle.
Field Work	2 years of experience in field work related of soil sampling, water sampling and survey.
Social Work	1.5 years of teaching coding to local school students and acting as a technical Vice-President of Geo-Biome Society of University of Dhaka.
Fundraising	
IT	4 years of IT experience from system administration to data science.
Communications	Expert in communication with senior leadership and decision-making teams.
Management (ie Human Resources Management, Finance & Accounts, Marketing)	
Publications	1 under review in Next Research of Elsevier.
Other	

a) Knowledge of Bangla	
Knowledge of Bangla is useful though not necessarily essential.	
Do you have any knowledge of Bangla?	
Yes	<input checked="" type="radio"/>
No	<input type="radio"/>
If yes, please state your level of proficiency.	
<b>A</b> = Fluent <b>B</b> = Advanced <b>C</b> = Intermediate <b>D</b> = Basic	
Speaking	Listening
A	A
Reading	Writing
A	A
c) What challenges do you think you might face while living and working in Bangladesh?	
As a native Bangla Speaker I am not seeing any obstacle to face to living and working in Bangladesh.	

**d) Medical Constraints**

e)

Internship/volunteer placements involve working and living in rural Bangladesh, where conditions can be hot and humid and facilities are limited. If you have any medical conditions that might affect your ability to spend time in the field during your internship placement, please describe these below:

No health complications.

\*All accepted interns must provide evidence of health insurance during orientation

**4. Personal Statement**

I bring a well-rounded academic background and practical expertise in coordination, documentation, and stakeholder engagement as a recent graduate with a Bachelor of Science in Soil, Water & Environment from the University of Dhaka. My academic journey has been deeply interdisciplinary, allowing me to understand the dynamics of sustainable development, research management, and public sector collaboration. During my undergraduate studies, I had the opportunity to work on several impactful research projects with esteemed national and international organizations, including the Atomic Energy Center, WaterAid Bangladesh, and the Institute of Water Modeling (IWM). These experiences honed my skills in administrative reporting, field-level coordination, logistics support, and inter-departmental communication—skills that align directly with the expectations of the Corporate Affairs internship at BRAC International.

Beyond academics, I have actively contributed to community engagement initiatives through both independent efforts and volunteer networks, including with UNV Bangladesh. These engagements deepened my understanding of participatory development, strengthened my interpersonal communication skills, and taught me the importance of adaptability, ethical professionalism, and efficient service delivery in the development sector. Working closely with youth-led and community-driven platforms allowed me to experience the real-world challenges and operational needs of development organizations.

I am applying for this internship not only to build on my existing knowledge but to contribute meaningfully to BRAC International's mission of empowering communities and enhancing administrative excellence. I see this opportunity as a stepping stone toward a career in development operations and organizational management. With a strong academic foundation, practical experience in logistics and documentation, and an eagerness to grow within a professional and structured environment, I am confident in my ability to support the Corporate Affairs team with diligence, professionalism, and integrity.

**5. References**

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**Students** should provide contact details of two academic referees.

**Volunteers/Professionals** should provide contact details of professional and/or academic referees (as relevant) and may additionally be required to submit a letter of recommendation from one of the referees.

**Reference 1**

Name: Dr ASM Mohiuddin  
Organisation: University of Dhaka  
Email: asm.mohiuddin@du.ac.bd  
Telephone: 01977312505  
Fax:  
Relationship: Supervisor

**Reference 2**

Name: Dr Yeasmin Nahar Jolly  
Organisation: Atomic Energy  
Center  
Email: jolly\_tipu@yahoo.com  
Telephone:  
Fax:  
Relationship: Supervisor

**Please attach a copy of your CV to this application form and send both documents to us at [internship@brac.net](mailto:internship@brac.net). Mention the name of the placement in the subject of the email.**

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