

# Curriculum Vitae Of

## Arshad Mamud

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### PERSONAL DETAILS

Arshad Mamud.  
Sine Boad, Dogair New town,  
Demra, Dhaka,  
Bangladesh.

Nationality: Bangladesh

Date of Birth: 25<sup>th</sup> of December  
1983

Bangladesh M:8801718836636

E: atvet.global@gmail.com

### PERSONAL SUMMARY

I am a responsible person who can work as an individual and as a member of a team. I work hard and always ready to face new challenge with a smile on my face. Having an outgoing personality with good interpersonal skills and the ability to work in a multi-national team environment with confidence and minimal supervision. Comfortable working in a fast paced environment and able to build and maintains good relationships with work colleagues and customers through a genuine desire to understand their needs and support them.

### Special Qualification:

Provide training opportunities for students in areas of enhanced educational skills as identified. Provide students the opportunity for program improvement and advancement. Perform a variety of business, educational, and community service duties. Effectively communicate, orally and in writing necessary information and ideas to staff, students and parents. Implement all strategies associated with internal operations. Act as liaison between staff, students, parents and managers of student services.

### ACADEMIC QUALIFICATIONS

#### Educational Achievement:

##### Bachelor of Engineering (BE):

Institution : [Atish Dipankar University of Science and Technology](#)  
Department : Electric and Electronic (EEE)  
Result (CGPA): 3.00  
Session : 2010-2013

##### Diploma in Engineering:

Institution : Dhaka Institute of Engineering and Technology (DIET)  
Department : Electronic  
Result (CGPA): 3.24  
Session : 2004-08

##### Secondary School Certificate (S.S.C):

Institution : Daudpur High School  
Board : Rajshahi  
Group : Science  
Result : 1<sup>st</sup> Division  
Passing Year : 1998

## PROFESSIONAL

Training Manager for Momin and Brothers

### Major Courses Studied in Diploma and Graduate Level

#### Highlights:

- Accurate Measurements and estimates
- Electrical machinery operation
- Blueprint Drawing reading
- Strong communication skills
- Exceptional problem solver
- Consumer Behavior
- Punctual and reliable
- Detail oriented
- New Technology
- Electronic Drawing
- Friendly and hardworking
- Company Behavior
- Electronic Fitting
- Business communication
- Micro & Macro Electronic
- Multimedia and Computer
- Demolition
- Safety

### WORK EXPERIENCE

**Electronic & Electrical Instructor. ( December 31, 2012 – January 05, 2013)**

#### Anwer General Service Establishment

Company Location: D, I, T ex-road, Fokiraphul, Dhaka.

Department: Technical

**Duties/Responsibilities:**

**Full time duties**

This is a foreign base company.

#### **Duties & Responsibilities:**

- 1 Technical Training development
- 1 arranging new Electrical technology
- typing
- booking transport and accommodation
- ordering stationery and furniture
- dealing with correspondence, complaints and queries
- preparing letters, presentations and reports
- supervising and monitoring the work of secretarial, clerical and administrative staff
- managing office budgets
- liaising with staff, suppliers and clients
- implementing and maintaining procedures/office administrative systems
- delegating tasks to junior employees
- organising induction programmes for new employees
- ensuring that health and safety policies are up to date
- using a range of software packages
- handling staff recruitment and appraisals
- attending meetings with senior management

**Ass. Training Manager Electronic & Electrical Department. (ATM) ( January 01, 2009 - December 04, 2012)**

#### Gulf Bangla Training & Testing Centre

Company Location: Alir more, Badda, Dhaka

Department: Training Department

**Duties/Responsibilities:** full time duties

This institution is foreign base institution...

## PERSONAL SKILLS

*Good sense of humour.  
Warm, friendly and assured  
personality.  
Professional attitude.  
Fluency in Bangla, English,  
Arabic,*

## INTEREST & HOBBIES

*Reciting Al-Quran, Swimming.  
Watching movies & Sports.  
Listening to Music.  
Camping & hiking.  
Traveling with friends.*

### Duties & Responsibilities:

Experienced professional with a unique combination of technical expertise, managerial experience, business leadership, and design and Education support lead the delivery and implementation of mission-critical Training system

- Maintain absolute confidentiality of records

## OTHERS EXPERIENCE

### Experience:

Total 5 years Experience in Electronic and Electrical works.

#### Training:

**Subject : Business Email, Social media, Social Media**

**Organized By:** HP LIFE Next Generation Online Unit

**Duration :** 1 Days, 3 mar, 2013

**Subject : Developing Business Plan**

**Organized By:** Dhaka chamber

**Duration :** 1 Days

**Subject : Electronic and Electrical Workshop**

**Organized By:** DIET

**Duration :** A Weeks

#### Computer Dexterity:

Operating System: Windows XP, Windows 7

Package : Microsoft Word, Excel, Access, Power point, Internet.

#### Language Ability:

Bengali & English : Reading, Writing, Speaking & Listening.

#### Extra Curricular Activities:

Rotaract Movement, Debating, Anchoring, Acting & Various Socio-Cultural activities.

#### Personal Details:

Name : Arshad Mamud

Father's Name : Late. Ahad Ali

Mother's Name : Asia Khatun

Date of Birth : 25<sup>th</sup> December, 1983

Sex : male

Marital Status : Single

Nationality : Bangladeshi (by born)

Religion : Islam

Hobby : Reading Books & Traveling

Present Address : Sine Board (north side), Dogair, Demra,  
Dhaka, Bangladesh.1361

Permanent Address : Vill. & P.O: Hatishal, Nawab Gonj,  
DinajPur-5280

National ID : 2698876305936

Passport Number : AC6441902

## REFERENCE

**Mr. Kamal Ahmmed**

Civil Engineer

Navana

Mob: 01730090067

Group

**Mr. Rafiqul Islam**

Ex, Sub inspector

Mirpur Police Line

mob. 01719683311

## **APPLICATION FOR A SUITABLE POSITION**

The HR / Personal Manager

Dear Sir / Madam,

Dear Sir,

I take this opportunity to request you for an employment opportunity at your esteem organization since I am in search of a suitable position. I have more than 4 years' Experience in Construction and Industrial Electrical Work, Technical Training Managements and Admin (Recruitment, Manpower supply and Travels ) 2 year in Construction as a Electrical Engineer. Meanwhile, I am in possession of Qatar driving license and experience in the field of administrator (PRO) as well. My career exhibits a record of achievements and significant contributions, which are detailed in the resume enclosed herewith.

I believe that I have the right qualification and I am confident that my experience would be very useful and essential to make a role in any organization. In addition to my qualifications and experience, I will bring excellent work habits and judgment to the position. With the countless demands on your time, I am sure that you require people who can be entrusted to carry out their responsibilities with minimal supervision.

Presently,I am available for an interview at any time .

Thanking you in advance for your favorable response.

Yours faithfully,

,

Arshad Mamud.

Mob: +8801718836636

Email: [atvet.global@gmail.com](mailto:atvet.global@gmail.com)