

Curriculum Vitae

Habibur Rahman Sohag

2/1 North South Road.

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Mohammadpur, Dhaka

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Objective:

Seeking a challenging job where I can use my academic and organizational capabilities to increase my professional expertise and knowledge while supporting the goals of my employer.

Working Experience:

- **Factory Operation Manager, Electrical Division, ACI Limited. (January 2019 to present date)**

Principle Accountabilities

- Monitor overall factory operations
- To ensure the proper product quality for each & every consignment.
- To receive quality related, complain and take necessary measures to solve quality problem.
- To survey the market for electrical products regarding products quality.
- Develop new product and improve the existing product with proper evaluation as per marketing requirement.
- Monthly report to superior regards products quality/quantity & replacement status.
- Deliver of Finished goods as per ROFO and Sales plan.
- Support & follow up the products availability at all depots.

- Closely monitor the depot wise stock (salable & damage/ fuse).
- To arrange the product's orientation for factory assembler, helper, supervisor.
- Develop the production process, inventory maintain process to control the factory overhead cost.
- Maintain stock of raw materials & packing materials etc. for running production and ensure supply for the following day's production.
- Forecasting monthly usages for certain raw & packing materials.
- To take necessary measures for the safety of the stocks of finished and unfinished goods.
- Maintain weekly work schedule of store officer/in charge, supervisors, permanent & others production workers.
- Ensure daily pre-production assemblies and checking job cards Control and Co-ordinate activities of production in-charge and supervisors.
- Monitor product standards and implement quality-control programs.
- Develop the operating process to control wastage.
- Ensure that the production is cost effective.
- Ensure process loss within permissible limited.
- Draft a timescale for each job and measure the performance.
- Make sure safety, health & Environment inside & outside of the factory.
- Ensure maximum utilization of manpower, machine, materials etc.
- Ensure proper documentation as per company rules and maintenance of departmental files.
- Organize the training program and learning session for assembler, operators, helper, packer, cleaner and securities.
- Maintain good relation with neighbor/ locality and social, Govt., non Gov. Organization around the factory.
- Timely prepare RM & PM requisition and provide to business to avoid production hamper regarding shortfall of RM & PM.
- Monitor closely daily check list of all maintenance work, machine log book, Generator log book, spare parts consumption, all attendance & leave register of total employee.

- **Asst. Manager Corporate Sales, Electrical Division, ACI Limited. (July 2014 to December 2018)**

Principal Accountability:

- Contact customers via emails and phone calls to offer them products and services.
- Visit clients or arrange meetings to discuss a product and how it will meet the requirements of a customer.
- Deliver sales pitches and presentations to clients, highlighting the benefits of a product to influence purchase.
- Communicate with customers to identify their requirements and assist them with selecting appropriate products that meet their specifications.
- Motivate and guide sales teams to improve performance and achieve set goals.
- Monitor the activities of sales personnel to assess performance and productivity.
- Assign and designate sales quotas and territories to staff according to individual potential.
- Ensure marketing objectives and activities are in line with sales targets.
- Conduct surveys and research to gather information regarding market trends, potential leads, and sales opportunities.
- Compile, analyze, and interpret sales data to provide reports to management on performance.
- Ensure provision of proper after sales support and services to clients.
- Prepare and present to management periodic budgets/sales forecast.
- Organize meetings to discuss sales activities and take decisions on strategies necessary for improvement.
- Increase the modern trade business & corporate customer enlistment.
- Ensuring the best quality customer service to every internal & external corporate customer and distributor.
- To ensure the purchase/work order wise products distribution support to corporate customer place.
- To ensure technical & replacement service for every corporate customer.

- **Factory In-Charge, Electrical Division, ACI Limited. (July 2011 to June 2014)**

Principal Accountability:

- Responsible for the electrical products factory full operation.
- Electrical products Factory all support to production.
- To ensure the product quality for each & every consignment.
- Responsible for the products selecting in item of quality, design and component etc.
- Responsible for research & development (R&D) it every energy saving lamps (CFL), Gang Switch, Socket, Miniature Circuit Breaker (MCB).
- Responsible for research & development (R&D) Zodia Mobile Set and Mobimax mobile accessories (Battery and Charger).
- Product failure analysis in component level through trouble shooting process by using.
- To make requisition for finished and RM/PM of procurement procedure of Electrical & Mobile accessories (Battery and Charger)
- Factory budget submitted to superior and Finance department.
- Responsible for Account & VAT (Manufacture & Trading Item).
- Closely monitor the depot wise stock (saleable & damage/ fuse) and take necessary measure for proper distribution.
- Maintaining depot wise adequate inventory & coordinating stock transfer with distribution
- Providing replacement support to Field force and depots.
- Weekly /monthly/yearly report to superior and Finance department regards RM/PM/FG & Market return products.
- Compiling Weekly /Monthly/Yearly report regarding product quality/quantity & replacement status for submission to Sales & Marketing tem.

- Senior Service In charge, Electrical Division, ACI Limited.
(October 2007 to June 2011)

Principal Accountability:

Responsible for the service center full operation, Spare parts requisition, supply chain, finished goods requisition, products quality control, products distribution, after sales & service ensure, products orientation, weekly, monthly, yearly report submits.

- Service in -Charge, Magnum Electronics Ltd. (July 2006 to September 2007)

Principal Accountability:

Responsible for the service center full operation, Spare parts requisition, Mobile tem guide line, Service agreement, Account monitoring, Electronics good distribution- Audio-video-deck set, VCD –DVD player, Color TV, Micro oven, Telephone set, Fridge, Air condition, voltage stabilizer, etc.

- Service Engineer, Rangs Electronics Ltd. (June 2001 to June 2006)

Principal Accountability:

1. Service In-charge for service center at Lalmatia branch, Mohammadpur, Dhaka.
2. Major responsibilities are-
 - a. Achievement every month service target,
 - b. Responsible for proper service and spare parts maintenance

Academic Qualification:

- **B. Sc. in Electrical and Electronics Engineer**

Department of Electrical and Electronics Engineering

ADUST, Dhaka

Graduation Year: 2012

CGPA: Obtained 3.69 on a scale of 4.0

- **Diploma in Electronics Engineer**

Barisal Polytechnic Institute, Barisal

Department of Electronics

Board: B.T.E.B

Examination Year: 2001

Division: First

- **Secondary School Certificate (S.S.C.)**

Kamarkhali K.S.U High School

Department of Science

Board: Jeessore Board

Examination Year: 1997

Division: First

Personal information

Full Name : **Habibur Rahman Sohag**

Father's name : Md. Mojibur Rahman Howlader

Mother's name : Mrs. Asia Begum

Date of birth : 16 October 1982

Place of Birth : Barisal, Bangladesh

Nationality : Bangladeshi by birth
Religion : Islam (Sunni)
Marital Status : Married
Sex : Male
Height : 5'6"
Blood Group : AB + ve
Present Address : 2/1 North South Road, Aram Model Town, Bosila,
Mohammadpur, Dhaka.
Permanent Address : Vill - Bamnikhati, Post- Bamnikhati, Ps: - Bakergonj, Dist: -Barisal
National ID card Number: 0610727349640

Reference:

1. Abdul Khaleuqe Howlader

Asst. Manager (Procurement)
MAWTS, Mirpur -12
Dhaka, Banglades
Mobile: 01924707456
Relation: Uncle

2. Md. Emran Hossain (Kiron)

Senior Teacher
Fatullah Pilot High School.
Narayangonj, Bangladesh
Mobile: 01913184250
Relation: Brother



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