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MOHAMMAD ASADUZZAMAN

Address: British Council BD, 5 Fuller Road, Dhaka-1000. Bangladesh.
Mobile : 008801747914744
email:masaduzzaman@gmail.com



Career Objective:

Detail-oriented professional, with devising innovative and tailored solution to meet ever-changing organizational requirements within diverse industries, is looking for a position where honesty, sincerity and hard work is the key for career advancement.

Career Summary:

Supervise the security department as per rules and procedure laid by the company. Maintenance CCTV recording of IP camera as per security compliance, monitoring Fire control panel and regular rectification of sensor, smoke detector, call point etc. Leading maintenance team for telecommunication equipment maintenance and rectification.

Special Qualification:

18 years experience in Bangladesh Air Force.

Employment History:

Total Year of Experience : 23.4 Year(s)

1. Security Executive. (February 1, 2017 - Continuing)

British Council Bangladesh

Company Location : 5 Fuller Road, Dhaka-1000, Bangladesh.

Department: BSS

Duties/Responsibilities:

Provide day-to-day supervision of guards, monitoring performance and providing support to them across all centres. Ensure security guards have a thorough understanding of all standard operating procedures (SOPs) and their role in implementing them while maintaining high customer service standards.

Ensure British Council property is protected against loss, theft, damage and waste.

Operate all security systems/equipment and be able to reset them if required.

Ensure all HS&F incidents are responded to immediately; a first investigation with senior management is carried out and that all areas are safe before work continues. The regional risk team is informed as appropriate and incident reports submitted.

2. Incharge Department of security (January 2, 2015 - January 31, 2017)

Vanguard Garments, BSA Group of Company

Company Location : Chittagong

Department: Admin

Duties/Responsibilities:

Administer the safety & security system of the factory, update the security system to maintain a safe work environment.

Write or review security-related documents, such as incident reports. Plan security for special and high-risk events.

Coordinate security related activities with public law enforcement, fire and other agencies. Respond to medical emergencies, fire alarms, following emergency response procedures. Prepare reports or make presentations on internal investigations, losses, or violations of regulations, policies and procedures. Identify, investigate, or resolve security breaches. Monitor security policies, programs or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government and foreign buyer security requirements, policies, and directives. Collect and analyze security data to determine security needs, security program goals, or program accomplishments. Periodically check all the relevant registers maintained in the security posts of the factory. Attend the important guest and ensure their protocol as required. Train the security personnel by organizing briefing, training, tests etc. Produce necessary reports, records and documents to the management from time to time.

Maintain liaison with the different government entities/law enforcing agencies. Liaison with Police station and file cases if required.

3. Admin Officer (January 1, 2014 - January 31, 2015)**The Khajanchibari International International School & College.**

Company Location : Nayasorok, Sylhet-3100

Department: Admin

Duties/Responsibilities:

#Act as staff officer to Principal for office & admin works.

#Contribute to the provision of an effective environment for learning.

#Handling visitors/guests/ and particularly regulating guardian assembly in the campus.

To support the promotion of positive relationships with parents and outside agencies.

To keep custody of all assets and ensure safety & security of man and material. Also custodian of all CONFIDENTIAL files/documents and papers/minutes of conference of Trustee Board/ Academic Council/ Recruitment Committee and all other executive Committees from time to time.

Worked as the security officer of the institution and head of admin staffs & other supporting staff.

Maintenance of all installation/services/ furniture/electric & electronic gadgets.

Ensure uninterrupted power supply, water supply, natural gas connection and functioning/maintenance of DC generator and expenditure of fuel etc

4. NCO In Charge (March 16, 1994 - March 15, 2012)**Bangladesh Air Force**

Company Location : All over Bangladesh

Department: Communication and Eletronic section

Duties/Responsibilities:

Install PABX, maintain serviceability of all communication lines and equipment, support IT related problems during operation of LAN/WAN of Bangladesh Air Force. In addition to normal task I perform security related jobs, like Supervise guards deployed in various post in the Air Force Base area.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MSS	Political Science	National University	Third Class, Marks :44%	2011	2 Years	-
BA	Arts	National University	Second Class, Marks :46%	2000	2 years	na
Post Graduet Diploma in Information Technology	ICT	University of Dhaka	CGPA:2.93 out of 4	2005	1 Year	-
Diploma in Computer Science and Application	Networking	School of Science and Technology, Bangladesh Open University	CGPA:2.86 out of 4	2001	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate in Management	General management and office management	BAF Training wing	Bangladesh	Chittagong	2008	2 month
Ground Defence orientation Course	Method of defense tactics in war.	BAF Training Wing	Bangladesh	Cox`s Bazar	2008	2 Weeks
Certificate in Instructional Training	Trained as trainer of technical institute	BAF Training Wing	Bangladesh	Chittagong	2000	8 Weeks

Professional Qualification:

Certification	Institute	Location	From	To
Cisco Certified Networking Associate	Cisco networking Academy, Shahjalal university of Science and Technology	Sylhet	April 1, 2013	July 1, 2014
Diploma of Associet Engineering in Ground Signallin Technology	BAF Training wing	Chittagong	December 1, 1997	August 14, 1998

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : General Management/Admin, Security/Support Service
 Preferred District : Dhaka, Sunamganj, Sylhet
 Preferred Country : United Kingdom, United States, Australia, Canada
 Preferred Organization : Telecommunication, Software Company, ISP, NGO,
 Types Embassies/Foreign Consulate, Buying House, Airline, Real Estate, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Admin Supervisor/ Operator Training & Development 	Experience in Telecommunication and radio communication, computer, training skill to technical staff, office administration.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	Medium	Medium

Personal Details :

Father"s Name : WASIR ALI
 Mother"s Name : MUSAMMAT KHURSHIDUN NESSA
 Date of Birth : December 31, 1975
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : ISLAM
 Permanent Address : Vill- Madhabpur, P.O. Lama-Kalaruka, P.S. Chhatak, Dist. Sunamganj.
 Current Location : Chattogram

Reference (s):

	Reference: 01	Reference: 02
Name	: Col. Nazmul Islam	Mr. Iqbal Hossain
Organization	: SKISC	BSA Group ofCompanies
Designation	: Prrincipal	Managern Security
Address	: 11, Nayasarak, Sylhet, Bangladesh	BSIC Industrial area, Sagorika Road, Chittagong
Phone (Off.)	: +880821-718011	00880312770237
Phone (Res.)	:	
Mobile	: +88-01746259696	008801730338964
EMail	: nazmul53@gmail.com	
Relation	: Professional	Professional
