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MD.BADHIUL AHSAN

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Career Objective:

I intend to obtain a responsible and challenging position in your organization where I could illuminate my creativity , versatile skills, dynamic characteristics through which I hope and believe that I can able to contribute my best possible efforts

Career Summary:

1. Testing Engineer (Bereau Veritas Consumer Products Services (BD) Ltd.
2. Administrative Officer (October 01, 2011 - May 31, 2014)
Good Health Hospital (Project of Kandari Bohumukhi Somobay Somiti Limited).
- 3.Executive (December 01, 2010 - September 30, 2011).
Apex Textile Printing Mills Limited (ATPML), Department of IE.
4. Enumerator (January 01, 2010 - August 31, 2010)
Data Management Aid (DMA).
Company Location: Adabor, Shamoly, Dhaka.

Special Qualification:

Computer Skills:

- 1.Windows (98, 2000, 7-ultimate,) and familiar with Windows Server 2003.
- 2.FORTRAN, C/C++, Simulation, SPSS, and Maple.
- 3.Microsoft Access.
- 4.Adobe Photoshop.
- 5.MS Word, MS Excel.
- 6.Acrobat Reader, MS PowerPoint.

Employment History:

Total Year of Experience : 8.8 Year(s)

1. **Testing Engineer (Reporting) (May 24, 2014 - Continuing)**

Bureau Veritas Consumer Products Services (Bangladesh) Ltd.

Company Location : Plot# 130, DEPZ, Extension Area, Ghanakbari, Savar, Dhaka, Bangladesh.

Department: Reporting (Post Testing)

Duties/Responsibilities:

- * Organizing receive all technical raw data from respective departments (Analytical & Soft line) for report generation.
- * Generate the test Report compiling test results from respective test departments and following client's Requirement and test standard.
- * Confirm the customer protocol using as update one as European & USA.
- * Update/agreed test methods and requirements are using in test report.
- * First level check of test report.
- * Ensuring the report generate as per customer/buyer provided report template.
- * Feed back to the customer.
- * Maintain and follow up the ISO 17025.
- * Maintain Total Elapsed Time, TAT (Turn Around Time) as per company exception, Quality and productivity.
- * Ensure the best quality of works by following stated International test methods.
- * Increasing productivity utilize existing resources.
- * Assists team leader and initiative special assignment.
- * Supervision, organize and motivating others team member.

2. Administrative Officer (October 1, 2011 - May 1, 2014)

Good Health Hospital.

Company Location : Dhap,Jail Road,Rangpur

Department: Management

Duties/Responsibilities:

- 1.Keep record of the departmental letters and maintain register of the office files movement.
2. Keep record of attendance, leaves, & benefits for all staff member's .
- 3.Maintain daily work of staff members.
4. Documentation of administrative activities.
5. Deal with clients.
6. Including handling sensitive documents such as client's records.
7. Monitoring discipline for all the employees.
8. Support the finance related transactions.
- 9.Maintain and preserve personal files of all staff.
- 10.Prepare official letters/correspondence regarding recruitment, dismissal, show-cause and disciplinary actions upon approval of the respective authority.
11. Provide HR and Administrative support to ensure smooth and efficient running of the office.
- 12.Employee leaving procedures.
- 13.Assisting with employee relations.
- 14.Compensation and benefits administration and record keeping.
- 15.Maintaining employee files and the HR filing system 16.Fulfilment of additional duties as required.
- 17.Specific duties include recruitment and retention of physicians, overseeing quality, improvement of processes for efficient delivery of patient care, setting standards, oversight of budgets, creating financial and business strategies to assure fiscal viability and health.
- 18.Maintaining in press relations, public and community affairs, grants management, billing, collections, purchasing of equipment and meeting regulatory standards. Hospitals typically have Chief Executive Officers/Presidents and administrative hierarchies report up through this individual.

3. Executive (December 1, 2010 - September 30, 2011)

Apex Textile Printing Mills Limited (ATPML)

Company Location : Mouza: Chandora, P.O.: Shafipur, District: Gazipur

Department: Industrial Engineer

Duties/Responsibilities:

1. Work measurement.
2. Method Study.
3. Make Daily Work Efficiency Report.
4. Make Operation Breakdown & Lay Out Sheet Preparation.
5. Forecast Monthly Man & Machine Plan.
6. Make capacity graph and balancing.
7. Preparing workers' skill matrix and monitoring production.
8. Preparation for Monthly Presentation Report.

4. Enumerator (January 1, 2010 - August 31, 2010)**Data Management Aid (DMA).**

Company Location : Adabor, Shamoly, Dhaka

Duties/Responsibilities:

- Data collection from field.
- Data cross check and verify
- Entry data accurately into the Developed database.
- Date database & data files in different platform Regularly.
- Cleaning and organizing the data from Error, validity check, range check, consistency check, and logical check.
- Also develop for tracking system for missing information.
- To protect from the damage/loss of data/
- Database/important documents, ensure regular backup of database into Different computer hard drives, pen drive and network based computers as Well as server on regular basis.
- Make a good relation with the community development organizer and also community development supervisor.
- Always contract the database manager and also IML (Innovation. Monitoring and Learning Division).

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|--------------------------|---------------------|-------------------------|-----------------------------|----------|---------------|--|
| Masters of Science (MSc) | Statistics | Rajshahi University | Second Class, Marks :52% | 2009 | 1 Year | Masters in Statistics Complicated |
| B.Sc (Honors) | Statistics | Rajshahi University | Second Class, Marks :49% | 2008 | 4 Year Honors | B.Sc (Honours) in Statistics Complicated. |
| H.S.C | Science | Haragach Degree College | Second Division, Marks :59% | 2001 | 2 Years | H.S.C Passed |
| S.S.C | Science | Dhumer Kuti High School | First Division, Marks :61% | 1999 | 10 Years | S.S.C Passed |

Career and Application Information:

| | |
|------------------------------|---|
| Looking For | : Mid Level Job |
| Available For | : Full Time |
| Present Salary | : Tk. 26000 |
| Expected Salary | : Tk. 15,000 |
| Preferred Job Category | : Commercial/Supply Chain, Garments/Textile |
| Preferred District | : Anywhere in Bangladesh. |
| Preferred Country | : Malaysia, Sri Lanka, United Kingdom, United States, Australia, Canada, Singapore |
| Preferred Organization Types | : Insurance, Software Company, IT Enabled Service, NGO, Multinational Companies, Market Research Firms, Consulting Firms, Textile, Hospital |

Specialization:

| Fields of Specialization | Description |
|--|---|
| <ul style="list-style-type: none">• Data Entry Operator/ Supervisor• Computer skill• Laboratory testing• HR & Admin | Have an experience hospital administrator usually an individual responsible for the day to day operational running of the health care institution. Specific duties include recruitment of employee, overseeing quality, improvement of processes for efficient delivery of patient care, setting standards, oversight of budgets, creating financial and business strategies to assure fiscal viability and health. Involved in press relations, public and community affairs, billing, collections, purchasing of equipment and meeting regulatory standards. Hospitals typically have Executive Director/Presidents and administrative hierarchies report up through this individual. Have an experience to collect, verification, process, maintain and manage program data and produce information for effective program intervention and tracking of target. Also have a experience in facilitating data collection techniques, providing technical support in conducting quantitative and qualitative surveys and assessment, data management, data analysis and using monitoring tools for different social economic indicators and also have knowledge to make different database software, data analysis in different Program (SPSS, ACCESS, and EXCEL). |

Extra Curricular Activities:

Involving in social activities. I involving Organization name is AUSH (Association of University Students of Haragach) my local area. AUSH organized Seminar , Quiz game, Magazine , have an AUSH Cyber Library , Arrange competition of reading book . Supporting Social Awareness for local area. This organization web address is <http://blog.aush.org/>

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bengali | High | High | High |
| English | High | High | High |

Personal Details :

Father"s Name : Md.Taybul Islam
Mother"s Name : Most.Banecha Begum
Date of Birth : October 15, 1982
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam(sunni)
Permanent Address : House# 18, Road# 1/1, Dhumerkutty (Baniya Para), Haragach, Kaunia, Rangpur .
Current Location : Dhaka Division

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|---|--|
| Name | : ZAVED PARVEZ | Dr.Md.Nurul Islam |
| Organization | : Axiata (Bangladesh) Ltd (Robi) | University of rajshahi |
| Designation | : Vice President, Resourcing & Employers Branding | Professor(Department of Statistics) |
| Address | : Subastu Nazar Valley(Tower-5,Flat-9E1), Shahjadpur,Dhaka, Bangladesh. | Professor(Department of Statistics)/University of rajshahi university/Rajshahi-6205/Bangladesh |
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| Relation | : Others | Others |

