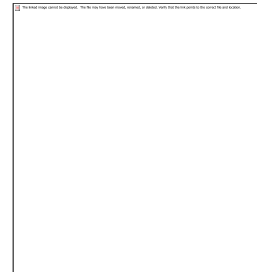


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **April 28, 2015**

## **Md.Moniruzzaman Tanim**

Address: Tampere, Finland  
Mobile : +358408085786  
email:mztanim@gmail.com



### **Career Objective:**

To work in a Multinational Company. Who provides dynamic working environment and seeks really talented young employee and the company belongs many CSR.

### **Career Summary:**

Looking forward to build up my career in a Company where I can prove my skills and abilities through my knowledge, dedication, challenge and growth-oriented activities. Practical projects and teamwork experiences during my undergraduate studies have revealed exceptional strengths in critical problem solving, analysis, project leadership and troubleshooting. I am an ideal candidate for position requiring drive, initiative, responsibility and challenge. Easily adaptable to changes.

### **Special Qualification:**

Wireless Communication,  
Radio Network Planning ,  
Smart Grid ,  
Cellular System Design. (Major),  
Microwave Engineering (Major),  
Switchgear Protection Engineering(Major),  
Telecommunication Engineering,

### **Employment History:**

**Total Year of Experience : 2.8 Year(s)**

#### **1. Senior Lecturer ( May 1, 2012 - August 10, 2014)**

##### **Metropolitan University Sylhet Bangladesh**

Company Location : Al-Hamra Shopping Complex, 7th Floor, Zindabazar,  
Department: Department of Electrical Engineering(EEE)

##### **Duties/Responsibilities:**

1 Conducting lectures on Optics, Electricity and Magnetism, Electrical Circuit ,AC and Electrical Circuit -DC, Electrical Circuits Lab, Electrical Service Design, Co-ordinate geometry and Vector analysis, Power Plant Engineering, Power System II and Electronics Engineering.

2 I have updated the course contents and prepared necessary annotations and guidelines for the students to solve engineering problems.

3 Developed a new Machine lab and Switchgear lab in Metropolitan University.

- 4 Supervise under-graduate final year project (FYP) students.
- 5 Co-ordination of undergraduate lab experiment.
- 6 Supervised industrial attachment (IA) final year students.
- 7 Prepare course curriculum for undergraduate students.
- 8 Member of CRP (Center for Research and Publication) in Metropolitan University.
- 9 Many other services for the benefit of School and University.

## 2. **Guest Lecturer ( January 11, 2012 - May 1, 2012)**

### **Institute of Business & Information Technology Under University of Wales**

Company Location : Sylhet, Bangladesh

Department: Department of Bachelor of Computing.

#### **Duties/Responsibilities:**

1. Managing GED,IFY(International Foundation Year),CIS (Bachelor of Computer Information System) student study materials and teaching.
- 2.Organizing project works,presentation for the student.
- 3.Supply update study content (theoretical&practical) to the student.
- 4.Provide teaching under regulation of NCC education, UK and America Council on Education(ACE).
5. Main teaching ares: Communication network,Basic computing,GED maths and Science, NCC International Foundation year Maths.
6. Taking Class test,Quizzes and assignment.

## 3. **Lecturer ( August 14, 2011 - January 10, 2012)**

### **Institute of Business & Information Technology Under University of Wales**

Company Location : Sylhet, Bangladesh

Department: Faculty of Business Computing& Information Systems

#### **Duties/Responsibilities:**

1. Managing GED,IFY student study materials and teaching.
- 2.Organizing project works,presentation for the student.
- 3.Supply update study content (theoretical&practical) to the student.
- 4.Provide teaching under regulation of NCC education, UK and America Council on Education(ACE).
5. Main teaching ares: Communication network,Basic computing,GED maths and Science, NCC International Foundation year Maths.
6. Taking Class test,Quizzes and assignment.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Sc in Electrical Engineering	Electrical & Electronic Engineering	Tampere University of Technology. Tampere , Finland [Foreign Institute]	Appeared	2016	2	3.85/5
B.Sc in Electrical and Electronic Engineering (EEE)	Microwave Engineering,Wireless system deign and Switchgear Engineering	American International University Bangladesh	CGPA:3.38 out of 4	2010	4 years	82 % average marks and 90 % marks in Major Courses.
HSC	Science	Sylhet M.C	CGPA:4.5	2006	2 years	A+ grade in

		College	out of 5			Mathematics .
SSC	Science	Sylhet Govt. Pilot High School	CGPA:4.63 out of 5	2004	10 years	Got Five A+ grades

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Traning on Switchgear Engineering	protection Schemes of power system	Rampura 230/132 KV Sub-station	Bangladesh	Dhaka	2010	1 day
Traning on Power station Engineering	Steam Power station	Shiddhirganj 210MW Steam Power Station	Bangladesh	Dhaka	2010	1 day
Microsoft Excel 2007/2010 Lookups, Charts in Depth	Microsoft Excel 2007/2010	American International University-Bangladesh(AIUB)	Bangladesh	Dhska, Bangladesh	2010	1 Day

### **Professional Qualification:**

Certification	Institute	Location	From	To
Training Course on Programming of PLC for Industrial Automation, Maintenance and	Engineering Staff College, Bangladesh (ESCB), Dhaka	Romna, Dhaka	December 23, 2010	January 19, 2011

### **Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 45000
Expected Salary	: Tk. 12,000
Preferred Job Category	: Engineer/Architect, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Bulgaria, China, Fiji, Australia, Belgium, Canada, Chile, Denmark, Egypt, Finland
Preferred Organization Types	: Telecommunication, Manufacturing (Light Engineering & Heavy Industry), University, IT Enabled Service, ISP, Computer Hardware/Network Companies, NGO, Multinational Companies, Engineering Firms, Chemical Industries, Automobile

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Electrical/Electronics</li> <li>Power Generation</li> <li>Telecommunication</li> <li>ICT</li> </ul>	IELTS Scores: 6.5 in all four band. Platforms : Windows(Vista,7,XP,2000,ME,98,95), LINUX Programming Language: C,C++ Microsoft Word, Excel, PowerPoint. Engineering Software: MATLAB, Pspice, Microwind Graphical Software: Visio 2007

### **Extra Curricular Activities:**

Extra Curricular Activities: Organizing events, enrolling workshop, Multimedia presentation, Book collection, Stamp collection, Reciting. Area of Strength: Good communicating skill, Strong and effective teamwork capability with leadership characteristics, Self-motivated for superior performance, Hardworking to achieve desired target, Adventurous. Interest: Games, latest technology, traveling, book, new inventions, robotics. Memberships: IEEE, PROJECTS, WORK & SEMINAR: 1. Design and Implementation of Radio Frequency Based Heart Beat monitoring System, Using the ATMEL Atmega16 microcontroller which is programmed in C-language as senior project. 2. Design & Implementation of FM and AM Simultaneous Transmitter. 3. Design & Implementation of simple IPS. 4. Thesis on "IP based Radio and Television Broadcast". 5. Paper on "Recent Challenges in Semiconductor industry and the Future". 6. Implementation of Student Database in C++.

#### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	High

#### **Personal Details :**

Father's Name : Md.Abdul Ahad  
 Mother's Name : Fatema Begum  
 Date of Birth : January 16, 1988  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Shuveccha 350, sheakghat, sylhet  
 Current Location : Sylhet

#### **Reference (s):**

<b><u>Reference: 01</u></b>		<b><u>Reference: 02</u></b>	
Name	: Dr. Mohammed Jahirul Islam	Dr. Mohammed Tarique	
Organization	: Metropolitan University	Ajman University of Science and Technology Fujaira	
Designation	: Associate Professor	Assistant Professor Department of Electrical Engi	
Address	: MU, Al-hamra, 8th floor, Sylhet	Fujairah, United Arab Emirates	
Phone (Off.)	: 0821713077		
Phone (Res.)	:		
Mobile	: 01558 407775	: +971 050 121 6446	
EMail	: jahir-cse@sust.edu	m.tarique@ajman.ac.ae	
Relation	: Professional	Academic	