

Last Updated : **January 14, 2019**

MD. GOLAM RABBI

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Career Objective:

To achieve professional excellence and develop leadership qualities. Looking for responsible and challenging career, where my skills can be effectively utilized and contributed for organization success.

Employment History:

Total Year of Experience : 5.2 Year(s)

1. Electrical Instructor (October 1, 2017 - Continuing)

National Institute of Engineering and Technology

Company Location : Panthapath, Dhaka

Department: Electrical

2. Assistant Principle Officer (May 1, 2014 - November 30, 2015)

Walton high tech industries ltd.

Company Location : Chondra, Gazipur, Bangladesh

Department: Purchase Monitor (Import)

Duties/Responsibilities:

1. Total monitoring on foreign purchase
2. Communicate and negotiate with foreign suppliers for quality & price.
3. Provided guidance and feedback in quality and technical procurement requirement determination
4. Coordinated with R&D, maintenance engineer.
5. Monitored and updated requirements for in-storage maintenance units.
6. Conduct market research and collect information of suppliers
7. Made raw materials available in adequate stock as not to hamper productivity
8. Ensured purchased materials are reliable, affordable, and with high quality
9. Performed tests on defective products and returned them to suppliers.

3. Director (April 1, 2007 - June 30, 2009)

Sumaiya multipurpose Co-Operative Society

Company Location : Mirpur-1, Dhaka

Department: Audit

Duties/Responsibilities:

1. Monthly cash flow audit.
2. Monitor performance of sells team

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Science (MSc)	Renewable Energy Technology	University of Dhaka	CGPA:3.7 out of 4	2016	1.5	Design solar cooker with a parabolic concentrator
B.Sc	Electrical & Electronic Engineering	United International University	CGPA:3.24 out of 4	2013	4 years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA	Computer Network	United International University	Bangladesh	Dhaka	2014	6 month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 15,000
 Preferred Job Category : Commercial/Supply Chain, Garments/Textile
 Preferred District : Dhaka, Tangail
 Preferred Organization : Clearing & Forwarding (C&F) Companies, Engineering Firms, Buying House, Airline, Electronic Equipment/Home Appliances

Specialization:

Fields of Specialization	Description
• Administrative/ Executive	1. 1+ years of experience in manufacturing environment 2. Comprehensive knowledge of inventory management 3. Familiarity with the manufacturing processes used in industry 4. Good communication, interpersonal, and negotiation skills 5. Complete knowledge of the market and types of suppliers available 6. Skilled in cross-checking prices, quality, and understanding terms and conditions of suppliers

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High

Personal Details :

Father"s Name : S.M. Shamimul Alam
 Mother"s Name : Roushan ara begum
 Date of Birth : February 1, 1991
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 12/6/A Tolarbag, -1, -1216, Mirpur TSO, Mirpur, Dhaka 1216
 Current Location : Dhaka

Reference (s):

Name	: Engr. Abdur Rouf
Organization	: Walton Hi-tech Industries Ltd.
Designation	: Assistant Director
Address	: Chondra, kaliakoir, Gazipur
Phone (Off.)	: +8801686695678
Phone (Res.)	:
Mobile	:
EMail	: Rouf_ipe@waltonbd.com
Relation	: Professional
