

Last Updated : **March 18, 2018**

NARGIS BINTE AMIN

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Career Objective:

To build career with such organization where the scope of using knowledge, perception and innovation to pursue long-term successful career in dynamic and professional environment through my aptitude, hard work, dedication and determination.

Special Qualification:

- *Able to work independently.
- *A good team player/team worker.
- *Enthusiastic to be a part of challenging ventures.
- *Strong analytical and negotiation skill.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. Construction Representative (February 16, 2018 - Continuing)

Chevron Bangladesh

Company Location : Sylhet

Department: Operation Department

Duties/Responsibilities:

Permit to work document preparation,safety maintenance at work site,Estimation,Site Inspection,Labor Management

2. Assistant Engineer (February 1, 2017 - February 9, 2018)

Dipon Gas

Company Location : Dhaka,Bangladesh

Department: Civil Engineering

Duties/Responsibilities:

Permit to Work documentation, Site Management, Progress Follow-up, Time Sheet Preparation, Worked at Fire Water Upgradation Project during February 01, 2017 to May 31, 2017 of Jalalabad Gas Plant, Chevron Bangladesh.

3. Construction Engineer (August 8, 2015 - December 8, 2015)

Pipeliners Limited

Company Location : Chevron Bangladesh Jalalabad Gas Field, Sylhet

4. Intern (February 1, 2015 - April 30, 2015)

Chevron Bangladesh

Department: Civil Engineering

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Msc in Civil and Environmental Engineering	Civil and Environmental Engineering	Shahjalal University of Science & Technology	Appeared	2017	1	-
B.Sc. Engineering	Civil Engineering	Leading University, Sylhet	CGPA:3.52 out of 4	2015	4	1st Class 1st
HSC	Science	Sylhet Board	CGPA:4.3 out of 5	2010	2	-
SSC	Science	Sylhet Board	CGPA:4.81 out of 5	2008	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Confined space Entry at Process area	Personnel safety, Process safety	Chevron Bangladesh	Bangladesh	Jalalabad Gas plant, Sylhet, Bangladesh	2018	2 hrs.
Excavation procedure	Excavation procedures at process area, personnel safety	Chevron Bangladesh, Sylhet	Bangladesh	Jalalabad Gas Plant, Sylhet, Bangladesh	2018	2 hrs.
Hot Work at process area	Different kind of Hot work (such as welding, cutting, grinding) at process area	Chevron Bangladesh	Bangladesh	Jalalabad Gas Plant, Sylhet	2018	2 hrs.
Work at height	Personnel safety measures	chevron Bangladesh	Bangladesh	Jalalabad Gas Plant, Sylhet, Bangladesh	2018	2 hrs.
Core Safety Training (CST)	Basic safety measures for Oil and Gas industry	Chevron Bangladesh	Bangladesh	BibiYana Gas Plant, Habiganj	2015	02 days

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Expected Salary : Tk. 20,000
Preferred Job Category : Engineer/Architect, Research/Consultancy
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Banks, Telecommunication, Govt./ Semi Govt./ Autonomous body, NGO, Engineering Firms, Architecture Firm, Research Organization, Cement Industry, Tiles/Ceramic, Mining

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">MS Word/ Excel/ PowerPoint/ OneNoteAutoCAD	<ul style="list-style-type: none">Formal presentation skills.Able to work independently.A good team player/team worker.Enthusiastic to be a part of challenging ventures.Strong analytical and negotiation skill.

Extra Curricular Activities:

Treasurer, CE Family, Department of Civil Engineering, Leading University, Sylhet. Co-organizer of Study Tour-2013 of Department of Civil Engineering, Leading University, Sylhet. Participated in 11th founding anniversary of Leading University as a volunteer. Participated in the Knowledge Fair at Leading University in 2012. Participated in different cultural program as a performer. Participated in 2nd Convocation of Leading University as a volunteer.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

Personal Details :

Father"s Name : Md. Amin Miah
Mother"s Name : Momotaj Begam
Date of Birth : August 10, 1992
Gender : Female
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : c/o Md. Amin Miah, Vill:South Bathamara, PO: Kashiganj, PS:
Burhanudin, Dist: Bhola-8320.
Current Location : Sylhet

Reference (s):

	Reference: 01	Reference: 02
Name	: Dr. Mushtaq Ahmed	S.M. Nazmul Kaiser
Organization	: Shahjalal University of Science & Technology	Chevron Bangladesh
Designation	: Professor Department of Civil & Environmental Engineering,	Construction Representative âKhandker Towerâ (9th Floor),
Address	: Shahjalal University of Science & Technology, Sylhet-3115.	94, Gulshan Avenue, Gulshan-1, Dhaka-1212.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01711-161075	01755540891
EMail	: mushtaq_cee@yahoo.com	nqop@chevron.com
Relation	: Academic	Professional
