

Last Updated : **January 24, 2018**

## **NEWTON MITRO**

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### **Career Objective:**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

### **Career Summary:**

Asst. Operator at SQUARE Formulations Ltd.  
More then one and half years working experience in manufacturing companies.(Pharmaceuticals.)

### **Special Qualification:**

OS: Windows, Linux mint & DOS.  
Microsoft Office, Visual Studio, Photoshop, Illustrator, AUTO CAD.  
Browsing, Mailing etc.  
Good typing speed in English and Bangla.  
Programming with C# , Java, C etc.  
Electronics, Electrical, Arts & Drawing.

### **Employment History:**

**Total Year of Experience : 1.4 Year(s)**

1. **Asst. Operator ( September 1, 2014 - February 1, 2016)**

**Square Formulations Ltd.**

Company Location : Kaliakore, Dhaka.

Department: Production.

**Duties/Responsibilities:**

Fette 1200i, 2200i & 3200i Machine Operation, Cleaning, Setting and Maintenance.  
Matcon IBC Discharge Station Unit Operation, Cleaning, Setting and Maintenance.  
Lock Met 30+ Metal Detector Operation, Cleaning, Setting and Maintenance.  
Tablet Deduster Operation, Cleaning, Setting and Maintenance.  
OHAUS Defender & OHAUS Explorer Operation, Cleaning, Setting and Maintenance.  
Hardness, Thickness & Diameter Tester Operation, Cleaning, Setting and Maintenance.  
Disintegration Analyzer Operation, Cleaning, Setting and Maintenance.  
Friability Tester Operation, Cleaning, Setting and Maintenance.  
Tools set issue, clean & storage.  
Prepare Documents, BMR Update, BMR Reconciliation and Logbook Update.  
In Process Control.  
Others task assigned by the management.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc in CSE	Computer Science & Engineering	Prime University		2018	3.5 Year(s)
Diploma in Engineering	Electronics	MAWTS Institute of Technology	CGPA:3.2 out of 4	2013	4 Years
HSC	Business	Notre Dame College	CGPA:3.5 out of 5	2006	2 years
SSC	Business	K.M.M High School	CGPA:4.13 out of 5	2004	2 Years

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
IT Maintenance & Servicing	IT Maintenance, Servicing, Computer Networking, Security, Data Security, Hardware & Software troubleshooting.	MAWTS Institute of Technology.	Bangladesh.	Mirpur-12.	2016	6 Month.
Industrial Attachment	Motor, PLC System, Laboratory Work & Quality Control, Sensor Cricuit, Wave Circuit.	Asian Specialized Textile Ltd.	Bangladesh.	Munshigonj	2012	6 month.

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

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 13000  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : Engineer/Architect, IT/Telecommunication, Mechanic/Technician  
 Preferred District : Chattogram, Dhaka, Khulna, Sylhet  
 Preferred Country : China, Japan, United Kingdom, United States, Australia, Canada, Hong Kong, Singapore, South Korea  
 Preferred Organization Types : Telecommunication, Manufacturing (FMCG), Software Company, Computer Hardware/Network Companies, NGO, Multinational Companies, Engineering Firms, Airline, Security Service, Electronic Equipment/Home Appliances, Group of Companies, Beverage

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• C#</li> <li>• Electrical/ Electronics</li> <li>• Hardware &amp; Networking</li> <li>• ASP.Net</li> <li>• Web Developer</li> <li>• Adobe Photoshop/ Illustrator</li> <li>• Autocad</li> <li>• Graphics Design</li> <li>• Web Design</li> <li>• Java SE/ J2SE</li> </ul>	<ol style="list-style-type: none"> <li>1. ANALYTICAL PROBLEM SOLVING .</li> <li>2. Ability to identify the most effective communication medium for a given situation .</li> <li>3. Ability to manage time effectively to priorities activities and meet deadlines .</li> <li>4. CREATIVITY AND FLEXIBILITY, OPENNESS TO CHANGE</li> <li>5. Ability to identify how IT can be applied to improve efficiency and solve problems .</li> <li>6. Capacity and willingness to learn new packages and applications .</li> <li>7. Willingness to support, help and share information with others and Appreciation of, and respect for, personal and cultural differences.</li> <li>8. Ability to work fairly and productively alongside others, keeping others informed of progress or developments .</li> <li>9. Willingness to express needs, views and feelings clearly, confidently and courteously .</li> <li>10. High motivation to achieve and deliver on commitments , Energetic and enthusiastic approach to work/tasks and Desire to continuously learn and develop .</li> </ol>

### **Extra Curricular Activities:**

#### **My Graphics Works:**

##### [My arts and designs](#)

- Researching in interested field.
- Watching english movie with subtitle
- Reading books.

##### My Works:

â <https://www.facebook.com/GraphicsDesignLover>

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Mr. David Mitro  
 Mother"s Name : Mrs. Ratna Mitro  
 Date of Birth : March 13, 1988  
 Gender : Male  
 Marital Status : Single  
 Nationality : Bangladeshi  
 Religion : Christian  
 Permanent Address : Banirchor, Jalirpar, Mukshudpur, Gopalganj.  
 Current Location : Dhaka

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

<b><u>Reference: 01</u></b>		<b><u>Reference: 02</u></b>
Name	: Mr. Kumaresh Chandra Goon	Md. Mamunur Rashid. (B.Sc in CSE)
Organization	: MAWTS Institute of Technology	MAWTS Institute of Technology.
Designation	: Head of Electronics Department	IT Officer and ICT Instructor.
Address	: Mirpur-12, Dhaka, Bangladesh.	1-C/1-A, Pallabi, Mirpur-12, Dhaka-1216.
Phone (Off.)	:	
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Relation	: Academic	Academic

