

RAFI IBN HUSSINE

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Career Objective:

I am optimistic, enthusiast, communicative, energetic, tenacious and honest about to reach the top position of the organization through hard slog, sincerity, punctuality & intelligence.

Career Summary:

At present I am working as an Engineer at Solar & Renewable Energy department at **B-Trac Engineering Ltd a sister concern of BanglaCAT, Country Dealer of CATERPILLAR Inc. USA.** Worked at **Southern Renewable Energy Ltd.** as an Executive (Sales & Marketing) with corporate clients & IDCOL POS'. Played a role of an Asst. Manager (Tech) at **E&A Construction.** Joined as a Business Development officer on 2nd February, 2013 and got promoted to Asst. Manager (Tech) on 31st December, 2013. Worked at **Flora Limited** as an Asst. Systems Engineer for 1 year 9 months .In that period of time I had an experience of troubleshooting band pc's, laptop, printer, network problems. I also performed as a technical head of Shantinagar branch for 3 months.

Specialization:

Having vast experience, on Tender document preparation for Government & private procuring Entity, especially in e-GP system. Configuration & sourcing of equipment's as per requirement. With this also do Price calculation, quotation preparation & risk analysis for tender. Participating in tender related meeting, contract negotiation meeting & analysis the terms & conditions of contract. Prepare online & offline tender both. Maintain daily funnel report & update MIS .Manage bids in accordance with the organization's bid process using related supportive tools and systems. Review information about demands and derivation of supply and proposal preparations. Clarify bid conditions and manage the tender preparation. Monitor bid management to ensure that it is aligned with the organization's requirement. Co-ordinate tender reviews and deadlines, and adjust them to the frameworks given by the customers .Ensures the completeness and accuracy of contracts, including monitoring all related liabilities and third - party contract .Monitor the tender submission process for formatting, completeness, consistency and compliance .Follow up the upcoming tender .Maintain Relation with government officials.

Employment History:

Total Year of Experience : 8.5 Year(s)

4.Engineer –Solar & Renewable Energy (March 09,2016 to continuing)

B-Trac Engineering Ltd (Bangla Trac Ltd)

335/A ,Tejgaon I/A ,Dhaka-1219

Maximising client potential in designated regions(Corporate ,NGOs, Govt.& LEED Certification applicant- Sales & Marketing);developing long-term relationships with IDCOL PO's & SPO's, through managing and interpreting their requirements; persuading clients that a product or service best satisfies their needs in terms of quality, price and delivery; negotiating tender and contract terms and conditions to meet both client and company needs; calculating client quotations and administering client accounts; providing pre-sales technical assistance and product education; working on after-sales support services and providing technical back up as required; arranging and carrying out product training; analysing costs and sales; preparing reports for head office and keeping customer records; meeting regular sales targets and coordinating sales projects; supporting marketing activities by attending trade shows, conferences and other marketing events; design SHS system, Solar Irrigation Project, Solar Mini Grid, Solar Green Industry Solutions, Solar Drinking Water Pumping Project & installation .

Project Management at Roof –Top solar (on-grid ,off –grid) ,Solar irrigation projects with different procuring entity.(specially BMDA & BADC)

1. Schedule installer ,technician & electricians
2. Coordinate inspections with high officials of procuring entity.
3. Trained new hires.
4. Implemented systems to improve process efficiently & reduce the project duration
5. Determined the project schedule, which included the sequence of all installation activities.
6. Coordinate utility series provides according to project schedule.
7. Maintained relationships with 3rd party contractors and ensured project completion Payment.
8. Maintained the billing process.

3.Executive –Sales & Marketing(November 08,2014-March 08,2016)

Southern Renewable Energy Ltd.

Company Location:80,Shaheed Tajuddin Ahmed Sharani,Tejgaon,I/A,Dhaka-1208

Department: Sales & Marketing.

Duties/Responsibilities:

Searching for new clients who might be benefited from company products or services and maximising client potential in designated regions(Corporate & Govt.- Sales & Marketing);developing long-term relationships with IDCOL PO's & SPO's, through managing and interpreting their requirements; persuading clients that a product or service best satisfies their needs in terms of quality, price and delivery; negotiating tender and contract terms and conditions to meet both client and company needs;

calculating client quotations and administering client accounts; providing pre-sales technical assistance and product education; working on after-sales support services and providing technical back up as required; arranging and carrying out product training; analysing costs and sales; preparing reports for head office and keeping customer records; meeting regular sales targets and coordinating sales projects; supporting marketing activities by attending trade shows, conferences and other marketing events; design SHS system& installation .

2.

2.Asst.Manager (February 02, 2013 – October 31,2014)

E&A Construction

Company Location: 8 Mogbazar. Shahid Selina Parvin Road, Dhaka

Department: Technical & Business Development

Duties/Responsibilities:

Identifying and establishing new business with procuring entity & organising sales visits. Liaising with existing clients like -BPDB, DPDC, DESCO, BREB, PGCB, EGCB etc. Pre and post-sales technical advice and support about products. Answering queries, providing technical advice and introducing new products. Preparing tenders, proposals and quotations. Providing pre-sales and after-sales supports to the clients. Negotiating contracts, Terms and conditions. Reviewing cost and sales performance, writing reports and sales literature, providing product education and advice attending trade exhibitions, conferences, and meetings & ensuring that sales targets were met. Worked on ,GIS(Gas insulated switchgear) substation 33KV/11KV which is basis on Turnkey, telescopic galvanized steel pole tender project of BPDB(Electrical Transmission and Distribution),ZERA Meter testing bench installation project of DPDC,ABC(Aerial bundle cable) project of DESCO etc. Procure the goods from International Reputed Manufacturer &sell the goods to the consumers/Local Market.

Item Name/ Qty of goods/ Purchaser Name:

1. 19M steel pole 850 pieces Dhaka Power Distribution Company Ltd.(DPDC).
2. Pole fittings 39 items 40000 pieces Dhaka Power Distribution Company Ltd.(DPDC).
3. 33KV CT/PT 50 pieces Dhaka Power Distribution Company Ltd (DPDC).
4. 33 KV VCB, 33KV Control, Relay & Metering Panel 45 pieces Dhaka Power Distribution Company Ltd.
5. 132 KV& 33KV Surge Arrester with surge counter 270 pieces Dhaka Power Distribution Company Ltd.
6. 33 KV &11KV GIS Control, Relay & Metering Panel with 110V DC battery charger,1 set (each)Bangladesh Power Development Board(BPDB).
7. 10 M steel pole 1000 Pieces Dhaka Electric Supply Company Limited(DESCO)
8. 33KV XLPE cable (63 KM) Dhaka Power Distribution Company Ltd (DPDC).
9. 33KV Transformer 100 pieces Bangladesh Power Development Board (BPDB).
10. 33KV, 11KV Cable jointing Kits. Bangladesh Power Development Board (BPDB). 11.Oil test set, BPDB.

1.Asst.Systems Engineer (April 02, 2011 - January 08, 2013)

Flora Limited

Company Location : 119-120 Adamjee Court Building (Annex-2), Dhaka-1000

Department: Customer Support (April 02, 2011-April 02, 2012), Sales & Marketing (April 03, 2012-January 08, 2013).

Duties/Responsibilities:

In that period of time I had an experience of troubleshooting band pc's like- DELL, HP, IBM laptop like-DELL, HP, Acer, Lenovo, Compaq, Laser printer like- HP, Canon, Desk-jet printer like- HP, Canon. In networking I had the basic knowledge of TCP/IP, VPN, VLAN, LAN, WAN & also troubleshooting the network problem. In that period I visited 253 locations on Bangladesh including 60 districts of 7 divisional zone for giving the support of corporate customer.

I was performed as a Technical Head of a branch for 3 months. In that period I was also involve in marketing of goods.

To take care of a govt. & private company tender from the beginning to the end Bangladesh Krishi Bank, Bangladesh Bank, Standard Chartered Bank, HSBC etc

Item Name Qty of goods Purchaser Name

1. Dell Vostro PC 460

UPS-650VA

Monitor 1000 pieces each

Client: Bangladesh Bank

2. HP PRO 3330

Dot Matrix Printer

Scanner

UPS-1000VA

Monitor 792 pieces each

Client: Bangladesh Krishi Bank

3. Dell Optiplex 380

Dell Vostro 420

HP Laser Jet Printer

Monitor 150 pieces each

Client: Standard Chartered Bank

4. Hp pro 2000

Monitor

95 pieces each

Client : HSBC

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc. (EEE)	Electrical & Electronics Engineering	Ahsanullah University of Science and Technology	CGPA:2.93 out of 4	2010	4 YEAR
H.S.C	Science	College Of Development Alternative	CGPA:4.2 out of 5	2006	2 years
S.S.C	Science	Motijheel Model High School & College	CGPA:4.5 out of 5	2004	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
PLC	Programmable Logic Control	Engineering Staff college	Bangladesh	Dhaka	2010	2 months

Language Proficiency:

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

Personal Details :

Father's Name : MD.ALI HUSSINE
 Mother's Name : DILRUBA SIDDIQUA
 Date of Birth : September 29, 1989
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 173/South Goran,Khilgaon,Dhaka-1219
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr. Zakir Hossain	Delwar Hossain Dulal
Organization	: Ministry of Health & Family Welfare	Pranjoli International LTD/CEO
Designation	: Additional Secretary	Vice President of Gulshan Club
Address	: 22/A Basabo, Dhaka	House-16 (4th Floor).Road-36, Gulshan-2 ,Dhaka-1212
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Relation	: Relative	Relative

Declaration:

I hereby declare that all the information's mentioned above are true. Nothing is false or hidden consciously.

Rafi Ibn Hussine