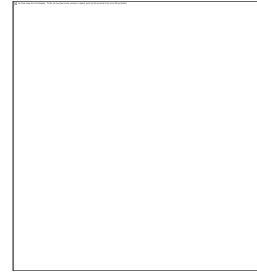


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 18, 2017**

## Saiful Islam

Address: 30/1 North Pinerbag, Mirpur, Dhaka-1216, Bangladesh.  
Mobile : 01815452487  
email:saiful\_duet@outlook.com



### **Career Objective:**

Seeking the role of Assistant CAD Engineer at pi Cyber Logic Ltd. (Sister Concern of enTop Group), where strong qualifications in Mechanical engineering and Technical drawing can be utilised.

### **Career Summary:**

- ♣ Genuine passion for engineering, with a commitment to developing a strong career within the challenging and exciting industry.
- ♣ Logical and analytical thinker, who enjoys coming up with innovative solutions to problems,
- ♣ Proactive and positive team member, with a 'Can-do' attitude to all projects.
- ♣ Excellent communication and interpersonal skills with the ability to relate effectively and professionally with people at all levels.
- ♣ Able to grasp new concepts quickly.

### **Special Qualification:**

I am experienced in engineering design & develop new product or modify by using Solid works, AutoCAD & conversant CAD tools from conception to production stages and follow-up.

### **Employment History:**

**Total Year of Experience : 4.6 Year(s)**

#### **1. Assistant CAD Engineer (Mechanical) ( July 4, 2013 - Continuing)**

##### **pi Cyber Logic Ltd. (Sister Concern of enTop Group)**

Company Location : Eastern Trade Centre (6th floor) 56 Inner Circular Road, Purana Paltan Line, Dhaka, Bangladesh.

Department: Engineering Service- CAD & CAM

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

Developing engineering drawings using CAD tools like AutoCAD, Solid Work, etc.

Prepare Drawings and Plans as may be required for the customer.

Drafting the customer supplied drawings in AutoCAD following the customer specific engineering guidelines.

Developing 3D solid models from customer supplied drawings and/or scanned 3D cloud files of live objects.

Estimating and quoting engineering jobs to be done for sheet metal fabrication workshops using customized software.

Design Quality Control and Assurance.

Work as team member to take care of a part of an assigned job.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Science in Mechanical Engineering	Thermal Engineering	Dhaka University of Engineering and Technology	Enrolled	2017	-	-
B.SC Engineering	Mechanical Engineering	International University of Business Agriculture and Technology	CGPA:3.13 out of 4	2013	4 Years	11 Semester

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial Training	Operation Maintenance of Utility Section (Generator,Boiler,Compressor,Etp Plant).	Magpie Composite Textile Ltd.	Bangladesh	832/833, Dewan Edris Road, Amtala, Savar, Dhaka.	2013	10-9-13 To 31-12-13
AutoCAD	2D And 3D	STAR COMPUTER SYSTEMS LIMITED	Bangladesh	Fattah Plaza, 70 Green Road. Dhaka-1205.	2010	24-03-10 to 10-06-10

**Professional Qualification:**

Certification	Institute	Location	From	To
Bachelor of Science in Mechanical Engineering	International University of Business Agriculture and Technology	4-Umbakment road, Sector-10, Uttara, Dhaka	May 17, 2009	December 31, 2013

**Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 25000  
 Expected Salary : Tk. 6,000  
 Preferred Job Category : Engineer/Architect, Design/Creative  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization Types : Telecommunication, Multinational Companies, Engineering Firms, Food (Packaged)/Beverage, CNG, Group of Companies, Tobacco, Automobile, Furniture Manufacturer, Sweater Industry

**Specialization:**

Fields of Specialization	Description
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<ul style="list-style-type: none"> <li>• MS Word/Excel/PowerPoint/OneNote</li> <li>• Mechanical Engineering</li> <li>• AutoCAD</li> <li>• Drafting</li> <li>• Research Design/Analysis</li> </ul>	1- Mechanical Equipment. 2- Microsoft Office : Microsoft Office 2007,2003. 3- Mechanical Soft : Auto CAD (2D, 3D), Solid Work,etc. 4- Auto desk 3ds Max. 5- Internet : Email Sending, Receiving and website browsing , Uploading & downloading.
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### **Extra Curricular Activities:**

1- Leadership 2- On-going Training 3- Long-Term Dedication 4- Peer Tutoring/Advising

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : Ali Ashaad  
Mother's Name : Fateha Begum  
Date of Birth : June 1, 1990  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill- Balithuba, P.O- Balithuba, P/S- Faridgonj, Dist- Chandpur.  
Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Prof. Dr. M. Alimullah Miyan	Mehbub Morshed
Organization	: IUBAT	Bangladesh Power Development Board
Designation	: Founder & Vice- Chancellor Sector # 10, Uttara Model Town	Deputy Director(Finance)
Address	: 4th Embankment Drive Road, Dhaka-1230.	Biddut Bhaban(6th floor), 1, Abdul gani road,dhaka-1000.
Phone (Off.)	: +88 02 8963523-27	02-9574735
Phone (Res.)	:	
Mobile	: +88 01819224036	01819278130
EMail	: miyan@iubat.edu	mahabubmorshed@yahoo.com
Relation	: Academic	Professional