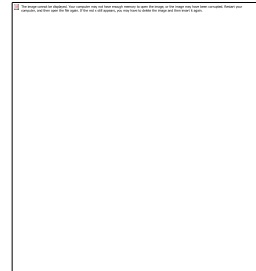


Applied For: **Wordpress Developer**

Last Updated : **October 27, 2016**

SETU RAHMAN

Address: c/o :Md. Sultan Mahmud 66/c,3rd Floor, Haji Nazimuddin Lane Jhigotola , Dhaka-1209
Home Phone: 01683290225
email:mahiasetu2014@gmail.com



Career Objective:

To solve problems in an effective manner in a challenging position. I would like to be involved in work where I can utilize my skill and creatively involved with system that effectively contributes to the growth of organization.

Special Qualification:

1. Quick learn Capacity about computer related skill.
2. Hard worker and ability to assume responsibility.
3. Work well under pressure as part of a team.
4. Polite, respectful, and courteous manners.
5. Responsible, efficient, and flexible.

Employment History:

Total Year of Experience : 3.3 Year(s)

1. Maintenance Engineer (August 1, 2016 - Continuing)

OPPO Bangladesh Communication Equipment Co.Limited

Company Location : Road No #1, House # 34, Niketon,Gulshan-1,Dhaka,Bangladesh.

Department: After Sales.

Duties/Responsibilities:

01. Prepare Reports on operational issues on daily, weekly, monthly basis.
02. Carrying out routine scheduled maintenance work and responding to equipment faults.
03. To ensure proper distribution of the spare parts.
04. To arrange the parts keeping in a systemic manner and identify the slow and dead stock of spare parts and to take necessary steps against it.
05. Maintain high productivity of repair and reduce Bounce rate.
06. Liaising with client departments, customers and others engineering colleagues.
07. Administer all resources and ensure delivery of product fixes within time frame.
08. Oversee work of junior engineers.

2. Assistant Engineer (September 7, 2014 - July 31, 2016)

S.Co. Cement Limited

Company Location : House no-43, Road No-1, Dhanmondi,Dhaka-1205

Department: Production

Duties/Responsibilities:

01. Prepare daily reports of production and process data and information and trends reports to management through meticulous collection analysis and thorough summary.
02. To complete production plan by scheduling and assigning manpower.

03. Investigated and sourced new equipment and supplies on an as needed basis.
04. Document and utilize current production procedures to improve company standards and Production department.
05. Prepare shift production report.
06. Data collection and analysis as per the need.
07. Take decision regarding rejection, rework and deviation in concerned with senior.
08. Also prepare the purchase order for the equipment and tools.
09. Responsible for other duties as assigned by seniors.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Management Information System	University of Dhaka	Appeared	2017	2
B.Sc Engineer	Electrical & Electronic Engineering	Eastern University	CGPA:3.03 out of 4	2014	4 years
HSC	Science	Naogaon Govt Degree College	CGPA:4 out of 5	2008	-
SSC	Science	Naogaon Govt. Girls School	CGPA:4.44 out of 5	2006	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Chinese Language		Eastern University	Bangladesh	Dhanmondi-5, Dhaka	2015	Two months

Professional Qualification:

Certification	Institute	Location	From	To
ILTES	british council	5 Fullar Road, Dhaka	October 12, 2016	November 18, 2016

Career and Application Information:

Looking For : Mid Level Job

Available For : Full Time

Present Salary : Tk. 25000

Expected Salary : Tk. 30,000

Preferred Job Category : Engineer/Architect

Preferred District : Dhaka

Preferred Country : China, Germany, Japan, United Kingdom, United States, Australia, Canada, Denmark, Hong Kong, United Arab Emirates

Preferred Organization Types : Banks, IT Enabled Service, ISP, Multinational Companies, Engineering Firms, Airline, Architecture Firm, Electronic Equipment/Home Appliances, Automobile, Mobile Accessories, Electric Wire/Cable, Cellular Phone Operator

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> Electrical/Electronics

- Recruitment

Extra Curricular Activities:

Volunteer Activities ,Modeling, Anchoring, Singing, Dancing, Painting

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High
Hindi	Low	Low	High
Chinese	Low	Low	Low
Urdu	Low	Low	Medium
Arabic	Medium	Low	Low

Personal Details :

Father's Name : Mahfuzar Rahman
 Mother's Name : Rozy Rahman
 Date of Birth : December 23, 1991
 Gender : Female
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Muslim
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Golam Kibria	Md. Jamil Ahmed
Organization	: Bangladesh Police	Shanta Group
Designation	: Deputy Inspector General	Chairman
Address	: Police Head Quarters, Phoenix road, Dhaka, Bangladesh.	31 Gulshan Avenue, Circle-1, Gulshan Dhaka 1212, Bangladesh
Phone (Off.)	: +(880)-9514456	(882) 882 4295, 882 4296, 988 4828, 988 4850
Phone (Res.)	: 01713373005	01713011116
Mobile	: 01552-339109	jamil@sgl.shantagroup.com
EMail	: digf_d@police.gov.bd	
Relation	: Relative	Professional