




## Curriculum Vitae

### Md. Tariqul Islam

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### CAREER OBJECTIVE

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Having experience as a management trainee, physically agile I am looking to be employed as a Quality Engineer at United Surgical Ltd. Who will facilitate the opportunity to work in a dynamic, friendly working environment and to gain intensive hands-on experience so that I can contribute to the overall goals of the company to grow my career along with the organization benefits.

### WORK EXPERIENCE

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#### Management Trainee (01.05.2018 – 30.09.2018)

#### SAM 3 Engineering Solution (Engineering Farm) & DA WHEELZ (Automobile)

#### Da Wheelz House, Plot # 245, Sayed Nagar, Vatara, Gulshan, Dhaka, Bangladesh 1212.

- Handled a project of Saadatia Sweaters Ltd. Monitor proper safety in the project area.
- Collect resource for an ongoing project on emergency from other vendors at nababpur, Dhaka.
- Maintain logistics with the team & good relation with the vendor.
- Monitoring the whole office workflow, machines, and cleanliness of the office.
- Collect and deposit checks into accounts, manage electronic filing systems, attendance records.
- Operate office equipment, such as a printer, desktop arrange for repairs when equipment malfunctions.

### COMPUTER SKILLS

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- Knowledge of computer hardware and sometimes solve a small problem, have basic knowledge of AutoCAD. Windows 2003/XP/7/Vista/8/10.
- Good knowledge of (Software troubleshooting, Internet & Social media)
- Very good at MS Word & PowerPoint, average in MS Excel & upgrading. Typing speed: 40+ WPM (Eng.)

### LANGUAGE PROFICIENCY

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- Bangla- Native language.
- English- Fluent in written & have working-level verbal communication.

### PERSONAL SKILLS

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- Quick learner & ability to mix with people easily. Good presentation skill & punctual.
- Energetic, Highly Dedicated, target-oriented, optimistic, hard-working.
- Have logical skill & mentality to work restlessly if needed. Try to observe the details.
- Enthusiastic to learn new knowledge, skills. Maintain good communication & relation with people. Fundamental knowledge of Management (operation, total quality, logistic, delivery).

## EDUCATION

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### 1. University of Rajshahi

- B.Sc. Engg. in Materials Science & Engineering (Jan 2013 – Dec 2017)
- CGPA 3.07/4.00

### 2. Cantonment College, Jessore

- Higher Secondary Certificate Examination (2011)
- Science, Jessore Board
- GPA 4.50/5.00

### 3. Police Line Secondary School, Jessore

- Secondary School Certificate Examination (2008)
- Science, Jessore Board
- GPA 5.00/5.00

## ACTIVITIES & HOBBIES

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- I was a blood donor in **BADHAN** at the University of Rajshahi (March 2016-December 2017) and now a free donor.
- Done a cycle tour from Manik Mia Avenue, Dhaka to Kolatia, Keraniganj on July 5, 2019.
- Have done an In-Plant Visit at **BRB Cable Industries Limited & Kiam Metal Industries Limited** from 20-21 September 2016.
- Organizing committee member of Intra Dept. Football Tournament from 1-20 August 2016.
- Attend **19<sup>th</sup> Textech Bangladesh International Expo & 14<sup>th</sup> Dhaka International Yarn & Fabric show** on 13<sup>th</sup> September 2018 at International Convention City Bashundhara – ICCB.
- Attend 5 Sessions in “**NRB Jobs Presents BRAC University National Career Fair 2019**” from 27-28 June 2019 at Bangabandhu International Conference Center.
  - CV writing & winning interview & a Guide to develop leadership traits in becoming an organizational head by Ms. Fatema Rizwana, Human Resources Director, Nestle BD.
  - Discussion with HR heads (Bitopi, Reneta, Brac Bank, bkash, Crown Cement, Banglalink, and Polar Ice-cream) of reputed corporates Panel. Topic: Panel discussion with HR leaders: Guide to a successful Career.
  - Corporate grooming, manners & etiquette by M. Ahsan Ullah Khan, EVP, and Head of PR & Brand Comms, Standard Bank Ltd.
  - Ethics & morality by Mahmud Reza Chowdhury, Chairman & CEO, Icarus USA Inc. & Mahbube Elahi Chowdhury, Founder & President, Ethics Club Bangladesh.
  - CV writing & winning interview by S M Ahabur Rahman, DGM- HR, Pandugar Group.
- Reading books, Swimming, Cycling, Driving motorbike, Playing (Cricket, Football, Table Tennis, Basketball)

## PERSONAL DETAIL

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- Birthday: August 2, 1993
- Permanent Address: Vill: Kolar Palsha; P.O: Kolahat; Upz: Badalgachi; Dist: Naogaon.
- Nationality: Bangladeshi.
- Marital Status: Unmarried
- Religion: Islam
- LinkedIn: [www.linkedin.com/in/tariqulislamse](http://www.linkedin.com/in/tariqulislamse)
- Skype: tariqul2991

**REFERENCES:**

**1. Name:** Dr. Md. Asadul Hoque  
Designation: Professor, Dept. Of Materials  
Science & Engineering, Rajshahi University  
Mobile: 01741387527  
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**3. Name:** Md. Shahin Azad  
Designation: Founder Chairman of SAM 3  
Engineering Solution & DA WHEELZ  
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**2. Name:** Md Abdul Halim  
Designation: Associate Professor  
University of Rajshahi  
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**4. Name:** Salim Reza  
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