

CURRICULUM-VITAE
OF
MD.JAHIROUL ISLAM



Village:-Nolgaon, Post:-Nolgaon, Upazilla:- Kapasia, District:- Gazipur ,
DHAKA - BANGLADESH

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OBJECTIVES

To develop a career in a renowned organization that provides structured career advancement and where I will get the opportunities to build up a career and be a part of the organization growth utilizing experiences, hard work and honesty.

EXPERIENCE

Company	Robin Printing And Packages Ltd. (A leading Bangladeshi printing and packaging concern & ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 certified company, Bangladesh - Supplier of British American Tobacco Bangladesh)
Designation & Duration	Planning & Production Co-ordinator 5th April 2015 to till now

Customer and personal service- knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management- knowledge of business and management principles, involved in strategic planning, resource allocation, leadership techniques ,and coordination of people and resources.

Any other duties and responsibilities considered appropriate by management of the company.

Planning :-

- > knowledge of Maintain solid planning and follow up total production .
- > Creating production schedule, reports and analysis.

- > Identify cost reduction opportunities through planning and production

data analysis.

- > Productivity , Quality & wastage Control .

- > Prepare costing and price quotation for new products.
- > Review and develop operational process flows and waste control.
- > Maintain Cylinder & RDC Tools Data Records .

Production and processing : -

knowledge of raw materials, quality control parameters, costing, and other techniques for maximizing the manufacturing efficiency and distribution of goods.

- >Record production data, including volume produced, consumption of raw materials, and quality control measures.
- > creating production schedule & planning , reports and analysis in Customer MPS wise.

- >Maintaining good people management skills .
- > Ensure high quality and timely production & Wastage control .

- > send to customer Stock & updates .

- ❖ PC Configuration,
- ❖ PC Troubleshooting,
- ❖ Computer Networking Controlling & Maintaining .
- ❖ Server maintain .
- ❖ PC Repairing.
- ❖ Different kind of printers & scanners Setup & Maintain .
- ❖ Router Configuration,
- ❖ Different kind of computer related Problem solving .
- ❖ Different kind of new devices setup and controlling .
- ❖ Computer Base Device COF tester ,Cress Tester , X rite etc Setup & maintain
- ❖ Computer Networking Controlling.
- ❖ Computer maintenance .
- ❖ CC Camera setup and maintenance (include DVR ,mobile) .
- ❖ Configuring Wireless Router ,switch and firewall device .
- ❖ Above 30 Computer Observation & Maintain .
- ❖ Insure All Computer Data Security .
- ❖ Insure All Computer & All Device Data Security & Data Backup .
- ❖ Graphics Design (HTML & CSS , PHP .)
- ❖ MS Office (MS- Word, MS- Excel, MS- Access , Outlook mail setup).
- ❖ *Operating System (Windows XP-10), Microsoft Office (version 1997-2014), Multimedia, Adobe Photoshop, Adobe Illustrator,*

EDUCATION

Degree : BSC
Department : Computer Science And Engineering
Institute : Northern University Bangladesh
Result : 2.78

Degree : Diploma in Engineering
Department : Computer Technology
Institute : Model Institute of science & Technology(MIST)
Board : Bangladesh Technical Education Board. (BTEB).
Result : CGPA-3.39

Degree : :S.S.C Examination.
Department : : Humanities
Passing year : 2010
Result : GPA-4.94 (out of 5)

EXTRA Courses

Course name : PC Hardware and networking (3 month).
Corse name : Web Page design and developments (3 month)..
Course name : Spoken English (3 month).

PERSONAL INFORMATION

Father Name : Ramij uddin
Mother,Name : Nazma
Permanent Address : vill: Nolgaon
Po: Nolgaon
Ps: Kapasia
District: gazipur
Present Address : vill: Masimpur
Po: Monunogor
Ps: Tongi
District: Gazipur
Date of Birth : 03.06.1994
Sex : Male
Religion : Islam
Marital Status : Unmarried
Nationality : Bangladeshi (By Birth).

INTERESTS

Internet Browsing , Reading Newspaper, Playing & Traveling .

REFERENCE

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| 1. | Md.Mosharof Hossain,
Factory Manager
Robin Printing & Packages Ltd.
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Mobile No :- (+88)01711686672 | 2. Ruhul Amin
Assistant Professor
Northern University Bangladesh
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Declaration

I solemnly declare that all information given by me in this C.V. Are true to the best of my knowledge

Date:

Sign :

