

CURRICULAM VITAE
OF
Mosammat Anjuman Ara
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1.	Name of Staff	:	Mosammat Anjuman Ara			
2.	Date of Birth	:	16 th October, 1992		Nationality: Bangladeshi	
3.	Education	:	<u>Institute</u>	<u>Degree</u>	<u>Result</u>	
			Chittagong University of Engineering & Technology	BSc in Civil Engineering (2015)	CGPA-3.25 (Out of 4.00)	
			Chittagong Govt. Women's College	Higher Secondary Certificate (2010)	GPA-5 (Out of 5.00)	
			Chittagong Govt. Girls High School	Secondary School Certificate (2008)	GPA-5 (Out of 5.00)	
4.	Membership in Professional Associations	:	<ul style="list-style-type: none">Associate Member, Institute of Engineers, Bangladesh (IEB).			
5.	Other Trainings	:	<ul style="list-style-type: none">AutoCAD from The Institution of Engineers, Bangladesh(IEB).ETABS from The Institution of Engineers, Bangladesh(IEB).			
6.	Industrial Tour	:	<ul style="list-style-type: none">At Confidence Cement Limited, Bangladesh as a part of learning session about important building material cement.			
7.	Thesis	:	<ul style="list-style-type: none">Modelling of water logging in the selected parts of Chittagong			
8.	Qualities	:	ETABS Modelling, Microsoft Office Work (Word, Excel &Power Point), E-Documentation, Use of Aconex: construction Management Software, Reporting, Editing, AutoCAD drafting and social networking.			
9.	Languages	:	<u>Language</u>	<u>Spoken</u>	<u>Reading</u>	<u>Writing</u>
			Bengali (Native)	Excellent	Excellent	Excellent
			English	Good	Good	Excellent
10.	Employment Record	:				

From (Year)	To (Year)	Employer	Positions held
November, 2017	To date	OSJI Joint Venture (Obayashi Corp., Shimizu Corp., JFE Steel Corp. & IHI Corp.), Japan	Assistant Office Engineer (Reporting and Documentation) (Kanchpur, Meghna & Gumti Bridge Project)
March, 2016	October, 2017	CA Property Development Ltd. (CPDL)	Jr. Executive (Architecture, Design & Estimation)

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

A. Name of Assignment of Project: The Construction of Kanchpur, Meghna, Gumti 2nd Bridges and Rehabilitation of Existing Bridges – OSJI Joint Venture, Japan

Year: From November, 2017 ~ till to date

Location: Narayanganj, Bangladesh

Client: Roads & Highway Department (RHD), GOB

Main Project Features: The project involves Design, Construction & Rehabilitation of **four lanes** Multipurpose Bridge having approx. **400** m. length, **18.1** m width & **90** m span, **steel Superstructure** including **4.75** Km approach road with **35 m** span PCI girder flyover, Retaining wall, MSE Wall and Slope protection etc.

Employer: OSJI Joint Venture (Obayashi Corp., Shimizu Corp., JFE Steel Corp. & IHI Corp.), Japan

Position Held: Assistant Office Engineer (Reporting and Documentation)

(Kanchpur Site, Road Section)

Duties & Responsibilities:

1. Handover Documentation (Document mapping & punch list prepare),
2. Prepare & Furnish RFI based on Work nature and submitted to the Engineer's representative.
3. Responsible for RFI form incorporated in the electronic system & ensure that data establish in accurate procedure.
4. Maintaining a tracking facility to enable documents to be updated easily
4. Keep records of project details, meeting minutes, technical specifications, drawings, etc.
5. Presentation and filing of documents and drawings.
6. Work with local project teams to plan for final handover of electronic documents and data into the site EDMS system. Ensure that the required attributes, numbering, and file naming conventions are used.
7. Ensuring all documents are as up to date as possible within electronic filing systems.
8. Responsible to ensure that all project documents are stored in the EDMS.
9. Develops and maintains the projects department document control register.
10. Provide advice on procedures of issue and methods in accessing the system.
11. Minimized risk impact on losing documents and maximized project opportunities.
12. To organize, update and improve the overall workflow of information and documentation within the company
13. Accurately process and record all technical documentation in accordance with agreed procedures. Maintain effective organization and storage of documents and information.
14. Prepare & furnish the Daily, weekly & monthly report for the client and submit to the client on time schedule.
15. Responsible for the letter correspondence in between Client & sub-contractor.
16. Conducted for monthly document audit and implemented data base with all resources has been done accurately & good manner.
17. Receives and issues documents under transmittal, externally and internally according to document distribution matrix.
18. Ensures that all engineering documents are well checked and submitted on time prior to the documents submission due date.

B. Name of assignment or project: CPDL Quasra Ramiz (13+1), CPDL Quasre Jupiter (13+2), (13+2), CPDL Quasre Mamtaj (13+2), Belleview Hospital (14+2) and Nazrana House (4 storied)

Year: From March, 2016 to October, 2017.

Location: Chittagong, Bangladesh.

Client: KEPZ Authority Chittagong, Chittagong Development Authority (CAD), Various Land Lord, Doctor's Community & Others.

Main project features: Industrial, Commercial, Residential, Shopping Mall, Dormitory Building, Sculpture at Road Circle & Others

Employer:CA Property Development Ltd. (CPDL)

Position Held:Jr. Executive (Architecture, Design & Estimation)

Duties & Responsibilities:

- 1.Prepare the Tender documentation for construction projects (1st stage).
2. Structural Modelling Using ETABS.
3. Prepare measurement sheet for IPC supporting.
4. Ensures that all documents have no errors in filenames, revisions, submissions, etc before submitting it to the recipient department/party to avoid confusion.
5. Cost Comparison sheet making.
- 6.Preparing Monthly Photographic Album for better interpretation of the project Progress.
7. Prepare the Daily, weekly & monthly report with proper documentation process.
8. Maintains updated records of all approved documents and drawings in the Document Archive and the File Server with easy traceability.
- 9.Minimized risk impact on losing documents and maximized project opportunities
10. File documents in physical and digital records and ensure appropriate storage
11. Maintain confidentiality around sensitive documentation
12. Prepare Presentation for all Engineering Meetings.
13. Ensure that all controlled Quality documents related to the Project are maintained to the latest issue, and that these documents are made available at all locations where operations essential to the effective functioning of the Quality Management System are performed.
14. Such all technical documents, such as reports, drawings and blueprints, are collected and registered in system.

Key Skills:

- Able to take an orderly approach to keeping both physical and electronic documents, including the process needed to discard obsolete appropriately.
- Proficient in SharePoint, other document management software and web-based tools
- Strong interpersonal skills
- Work well under pressure and have impressive stress management
- Being able to work with one or more teams
- Having interpersonal skills.

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.



Date: 12/02/2020