

**RESUME
OF
MD.HABIBUR RAHMAN**

Mailing Address:

Village:Olipur; PO: Shayestaganj, P.S:Shayestaganj, Habiganj,

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CAREER OBJECTIVE

Looking for a career where there is an equal opportunity of growth & development with challenging environment that I can show strong sense of responsibility, dignity of work and devotion for building a bright career and developing the organization.

EXPERIENCE

Organization	: Habiganj Agro Limited (HAL), Habiganj Industrial Park (HIP), a sister concern of PRAN RFL Group.
Position	: Sub Assistant Manager, Quality Control
Department	: Central Quality Control Lab.
Duration	: 26 th June 2013 to till now

EXPERIENCED AREA

Bakery	: Cake, Toast, Biscuit, Wafer, Bread, Cookies.
Confectionery	: Soft candy, Chocolate Candy, Chocolate Paste, Liquid Glucose.
Snacks	: Potato Pellet, Potato Cracker, Real Potato Chips
Packmat	: Flexible packaging materials.
Laboratory	: Analytical test of products, Water Test, RM (Flour, Sugar, Vegetable fat, Chemicals etc.)

DUTIES & RESPONSIBILITIES

- Assessing the product specifications and testing them with customer requirements.
- Setting objectives for quality assurance compliance for achieving the targets.
- Planning & implementing performance improvement and quality assurance programs
- Ensuring product compliance with legal and quality standards
- Guiding production staff about the quality measures
- Understanding, assessing, and performing the tests and procedures, and investigating the product modifications.
- Overseeing technical staff to perform tests.
- Observing staff performance by collecting significant information and preparing reports.
- Determining quality related training requirements and providing training.
- Ensuring a safe and healthy work environment
- Preparing administration and technical systems reports.
- Preparing report about the progress and requirements to the management.
- Managing the staff schedules and requirements.

EDUCATIONAL QUALIFICATION

Diploma In Engineering

Institute : Narsingdi Polytechnic Institute
Location : Pulish Line, Chinishpur, Narsingdi, Bangladesh.
Result : CGPA - 3.78 out of 4
Passing Year : 2012
Board : Bangladesh Technical Education Board (BTEB)

Secondary School Certificate Examination (S.S.C)

Institute : Ghorashal Pilot High School
Location : Ghorashal, Palash, Narsingdi, Bangladesh.
Group : Humanities
Result : GPA - 4.69 out of 5
Passing Year : 2008
Board : Dhaka

COMPUTER SKILL

Computer Office Management: MS Word, MS Excel, Power Point, Internet Browsing, Adobe Photo shop.

LANGUAGE PROFICIENCY

Bengali: Extensive communicative skill as native one.

English: Good in listening, reading, speaking and writing.

HOBBIES AND INTERESTS

- Have great interest in Cricket and played a lot in School and College.
- Reading books, newspapers and magazines.
- Travelling new place.

PERSONAL INFORMATION


Full Name : Md. Habibur Rahman
Father's Name : (Late) Md. Siddique Ullah
Mother's Name : Taznoor Begum
Date of Birth : 3rd November, 1992
Sex : Male
Marital Status : Married
Blood Group : B (+ve)
Religion : Islam
Nationality : Bangladeshi by birth.
National ID : 19926826308000016
Present Address : Olipur, Shayestaganj, Habiganj, Sylhet
Permanent Address: Shahajadapur, Dattapara, Lakshmipur, Lakshmipur, Chottogram

REFERENCE

1. Md. Khorshed Alam
Chief Instructor
Food Technology
Narsingdi Polytechnic Institute
2. Mohammad Ali
Assistant Manager (QC)
Department Quality Control
Habiganj Agro Limited.

Acknowledgement:

I do hereby declare that all information here is true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates / Papers.



Md. Habibur Rahman