



## SOHANA SULTANA

**Address:** R # 4, H # 12, Rupnagar  
R/A, Mirpur-2.

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### Academic Qualification:

#### B.Sc in Engineering

Electrical & Electronic Engineering

**Institute :** Chittagong University of  
Engineering and Technology

Result : CGPA:3.03  
out of 4

**Passing Year : 2008**

Duration : 2004-2008

#### H.S.C

Science Group

**Institute :** Ibrahim Khan College

Result : CGPA:3.9  
out of 5

**Passing Year : 2003**

Duration : 2001-2003

#### S.S.C

Science Group

**Institute :** Bhuapur Pilot Girls High  
School

Result : CGPA:4.38  
out of 5

**Passing Year : 2001**

Duration : 1999-200

### Language Proficiency:

Bangla (High)

English(Fluent)

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**Career Objective\_:** I aspire to find a position as an Electrical engineer where I will be able to fulfill my goals of working with a prestigious organization and have the opportunity of doing as much as I can do to further the fiscal prospects of it.

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### Work History:

#### Manager (January 1, 2021 to till now)

Dana Engineers International Ltd.

(H59, R 13&15, Block D, Banani, Dhaka-1213)

#### **Duty & Responsibilities:**

- Responsible for achieving both foreign and local targets of spare parts and ensuring cost effective solution through proper support and recommendation
- Communicate with the principal as & when required base on company's interest, weekly/monthly/ assigned meeting, technical communications & reporting.
- To attend any RFQ (request for quotation) for private companies with necessary technical presentation and preparation.
- Completed regular inventory counts to verify stock levels, address discrepancies & forecast future needs.
- Maximized performance by monitoring daily activities & monitoring team members.
- Developed & implemented business strategies to achieve business goals & stay competitive.
- Controlled costs to keep business operating within budget & increase profits.
- Monitored & analyzed business performance to identify areas of improvement & make necessary adjustments.
- Planned, created, tested & deployed system life cycle methodology to produce high quality systems to meet & exceed customer expectations.
- Cultivated positive rapport with fellow employees to boost company morale and promote employee retention.
- Supervised day-to-day operations to meet performance, quality & service expectations.
- Monitored cash intake and deposit records, increasing accuracy, and reducing discrepancies.
- Protects organization's value by keeping information confidential.
- Provides information to management and line manager by collecting, analysing, summarizing data and trends.

Developed loyal and highly satisfied customer base through proactive management of team customer service strategies.

#### Asst. Manager (From June 1, 2018 to Dec 31, 2020)

Dana Engineers International Ltd.

(H59, R 13&15, Block D, Banani, Dhaka-1213)

#### Duties/Responsibilities:

- Find out the opportunities year basis as per Engine operation run hour & previous dues to set the target
- Analysis customer requirement, opportunities & inventory to prepare the Budget of spare parts.
- Forecast schedule maintenance, trouble-shooting & emergency parts.

## Personal Data

Father's Name : Md. Gias Uddin Talukder

Mother's Name : Khaleda Gias

Date of Birth : May 02, 1986

Gender : Female

Marital Status : Married

Nationality : Bangladeshi

Religion : Islam

Permanent Address : 163 Ghatandi Notun Para, Bhupur, Tangail.

Current Location : Dhaka

## Training Summary

**Training Title :** GAS ENGINE TECHNOLOGY

**Topic :** GE WAUKESHA GAS ENGINE PRODUCT TRAINING

**Institute :** Waukesha Product

**Country :** Thailand

**Year :** 2014

**Duration :** 32hr

**Training Title :** GE Channel COE

**Topic :** Channel Commercial Development Course

**Institute :** GE, Bangladesh

**Country :** Bangladesh

**Year :** 2014

**Duration :** 16hr

**Training Title :** Workshop in Microsoft office 2007

**Institute :** Dana Engineers International Ltd.

**Country :** Bangladesh

**Year :** 2012

**Duration :** 20hr

- Momentum with commercial team to get the order at right time.
- Maintained positive customer relations by addressing problems head-on & implementing successful corrective actions.
- Identified and communicated customer needs to supply chain capacity and quality teams.
- Sustains rapport with key accounts by making periodic visits; exploring specific needs; anticipating new opportunities.

### **Sr. Sales Engineer (From April 5, 2012 to May 30, 2018):**

Dana Engineers International Ltd.

H59, R 13&15, Block D, Banani, Dhaka-1213)

### **Duties/Responsibilities:**

- Maintain a tracker of installed base 920 nos Waukesha Gas Generator to track the Engine R/H & Schedule of outage for set up the quarterly & yearly target.
- Forecast the demand that ensures availability of materials during the maintenance schedule, troubleshooting & emergency support to the customer.
- Initiate quarter & annual basis material prerequisite report for maintain the smooth supply chain.
- Follow up the concern department for availability of materials at right time.
- Monitor price & quality of the materials.
- Claim warranty to the principle regarding the shortage, overage & faulty issues.
- Make a co-ordination with other functional areas like sales, service, accounts & commercial.
- Communicate with the principals e.g. GE regarding the parts identification, availability information & any up gradation. Support the Malaysia(Jenbacher & Waukesha) & Singapore(Waukesha Engine) office regarding customer the query, clarification & placing the order.

### **Asst. Engineer Sales( August 02, 2008 - March 31, 2012)**

**Power Centre Company Ltd**

Company Location : 154 Motijheel C/A

Department: Electrical Engineering

### **Duties/Responsibilities:**

- Prepare the quotation for Sub-Station, Distribution & Control Panel.
- Prepare documents by checking technical specification to participate in tender.
- Visit potential Customers for sales and maintain positive relationship with them.
- Data preservation of all offers & factors for winning or losing the business & submits to supervisor.
- Make a co-ordination with service team for Installation, testing & commissioning of sub-Station.
- Sourcing & procuring material from Vendor.
- Negotiating with Vendors & service providers.
- Ensure purchases on a timely, flexible, accurate & cost effective way.
- Identify potential suppliers, visiting suppliers & maintain good relationship with them.

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| <b>Training Title :</b> Idustrial attachment |                                     |
| <b>Topic</b>                                 | : switchgear                        |
| <b>Institute</b>                             | : Bangladesh chemical industries    |
| <b>Country</b>                               | : Bangladesh                        |
| <b>Year</b>                                  | : 2007                              |
| <b>Duration</b>                              | : 21 days                           |
| <b>Reference :</b>                           |                                     |
| <b>Name</b>                                  | : Mostofa Nurul Alam                |
| <b>Organization</b>                          | : Dana Engineers International Ltd. |
| <b>Designation</b>                           | : Generala Manager (Service)        |
| <b>Address</b>                               | : Banani, Dhaka-1213.               |
| <b>Mobile</b>                                | : 01713013548                       |

- Initiate & monitor the return of faulty items.  
Monitoring and analysing the working procedure and make necessary changes by consulting with higher management to ensure best quality of performance of the team.

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Sohana Sultana

