

Resume and Declaration of Personnel



Name :	Md. Ruhul Amin
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Personnel information	Name Md. Ruhul Amin		Date of birth 01 March 1982
	Address : House # 149, Line-1, Shiekh Abir Road, Dakshinpara, Dakshinkhan, Dhaka-1230.		E-mail : ramineduet@gmail.com
	Nationality: Bangladeshi NID: 9563479527 MIEB NO. 42068		Cell: 01911513937
Educational qualifications :	B.Sc. in Civil Engineering, Dhaka University of Engineering and Technology, 2007, Dhaka.		
	Diploma in Civil Engineering, Faridpur Polytechnic Institute, 2000, Dhaka.		
	Faridpur Muslim Mission Dakhil Madrasah, 1996, Faridpur.		
	Language proficiency : Bengali, Hindi & English		
Present employment	Name of employer : China First Metallurgical Group CO. Ltd.		
	Address of employer House # 05 , Road # 10, Baridhara Diplomatic Zone, Dhaka-1212.		
	Job title : Assistant Contract Manager	Years with present employer: 01 Year	
Others Qualification	To best acknowledgement on execution/construction guidance of urban water supply project: pipe laying, pipe joining, installation of fittings (coupler, bend, Tee, sleeve etc.) and (GV, PRV, PSV, NRV, ARV, data logger etc.), construction of chambers (GV, PRV, water export/import), system performance test (pre-commissioning, commissioning) and quality control. Building and Bridge Project. Three months industrial Attachment in “LGED” faridpur. Computer application knowledge and skills on: Operating system: Windows (Win-7, 8 and 10). Document Processing: MS Word, MS Excel, Power Point, Auto CAD. Internet Browsing and Email Operation.		

Summarize professional experience over the last 15 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

EMPLOYER	China First Metallurgical Group CO. Ltd.
DURATION OF WORK	August 2021 to Onward
POSITION HOLD	Assistant Contract Manager
DESCRIPTION OF DUTIE	Estimate and Analysis of All Kinds of Tender Process and Preparation. Follow-up work execution and bill submission. Perform and provide supervision to all contractual matters.
	<ul style="list-style-type: none"> • Perform and provide supervision to all contractual matter, tendering and procurements procedures (i.e. contracts, cost control, cashflow, project budgeting, project administrations, claims, cost analysis, etc). • Liaise with Client / Consultant / Sub-contractors / Suppliers on contractual matters including payment claims, change orders, variation orders, extension of time, etc. • Manage and prepare all contract documentation and agreement, as well as provide support in the drafting of specifications, bills of quantities and other tender requirements • Oversee the preparation and monitoring of project cost budget, cash-flow cash-flow for project, track changes in design/construction work and adjust budget projections accordingly • Work closely with the project team to ensure timely award and payment of subcontractors and suppliers • Ensure timely finalization of main and subcontract.
EMPLOYER	Navana Construction Ltd.
DURATION OF WORK	November 2019 to July 2021
POSITION HOLD	Sr. Assistant Manager (Tender and Estimate)
DESCRIPTION OF DUTIE	Estimate and Analysis of All Kinds of Tender in Navana Construction Ltd. Such As Pipe Line, Building, Bridge, Road etc.
	<ul style="list-style-type: none"> • Study of BOQ items of tender schedule and segregate the items of works in a short format. • To go through the details of each item, to know the technical details and specification. • Site inspection to know about the location of site, mode of communication, availability of labor and materials locally, space available for site office, stores for materials and equipment's. • To find out any inconformity (If there be any) in the tender schedule, technical details and BOQ of items and place them before the in-charge of the tender.

	<ul style="list-style-type: none"> • To attend pre-bid meeting of the tender inviting entity to know about the details of documents and placement of any inconformity before them for clarification and correction. • Preparation of rates and analysis of rates of all items of civil construction in the BOQ in the light of prevailing market prices, profit, overhead charges, VAT, AIT etc. etc. and make complete rate schedule. • The rates are then fitted in the short format of BOQ prepared earlier for the purpose and workout project cost. • After working out of project cost it is placed before the departmental head for perusal and approval. • After approval it is finally placed before the management for vetting and giving his final verdict in respect of rates of items of works as well as overall rate & cost. • Over and above we do the analysis of items for non tender works in different ongoing projects in respect of rates, materials and specification. When a Tender is published in newspaper or in E-Tender System, Find out and make print out to take approval from management. • To collect all tender documents for uploading and mapping in e-Gp. system. • Upload BOQ of civil, electrical, plumbing and others if any. • Check every day e-Gp mail and others documental quarries from any department (Like LGED, RHD, PWD etc.). • Any other job as assigned from time to time by the head of the department / management.
EMPLOYER	Navana-Pratibha JV.
DURATION OF WORK	May 2018 November 2019
POSITION HOLD	Sr. Assistant Site Manager
DESCRIPTION OF DUTIE	<p>DWSNIP ICB 02.11, Project under ADB and DWASA.</p> <p>Main project features: Survey of Existing DMA including all pipelines and house connections, re-define DMA boundary where necessary, preparing Final Model Designs of DMAs, preparing Final Detail Design of DMAs, Model and Detail Design, Rehabilitation of network including all pipelines, house connections, construction of new Production Tube-well, up gradation of existing Production Tube-wells, Pre-Commissioning and Commissioning of the new pipeline, Operation and Maintenance of completed DMAs,</p>

DUTIES AND RESPONSIBILITIES.

- Solve All Instruction which is comes from Team Leader, Deputy Team Leader, CME And consultant. To ensure all work should follow the standard.
- Handle CME, ARE, NGO, and SARE (Client and Consultant).
- Preparation daily, weekly, and monthly reports.
- Arranging mobilization and site preparation works.
- Preparing estimate for foundation and frame works in 1st phase and total estimates for all other works in subsequent phases for DMA wise pipe line length of all main line and transmission lines all plants fittings also house connection materials.
- Checking Quality of materials and works BF, EF joint of HDPE pipe also workmanships according to international standard and other applicable standard.
- To ensure all safety for BF, EF, HDD, OT, PB and other works and also traffic management plant with execution.
- Collecting all working drawing (i.e. Pipe networking, also all chambers)
- Making Project Master Program of works DMA wise.
- Having good communication skills to interface with the management, all the engineering departments and project personnel on quality related matter. And resolved matters of immediate priority to maintain the required quality.
- Checking shop drawings to fulfill site project and client (ADB) requirements. Requirements. Processing the proposal and suggestion and applying the approvals of drawing changes.
- Collecting "Technical Manuals of works and specifications of the materials to be used.
- Setting up internal control management for the project site.
- Setting up Quality Assurance System for the project site in consultation with GM or higher management bodies.
- Defining job responsibilities of all associate staffs and imposing responsibilities on them.
- Setting wastage Control management.
- Maintaining Quality Records.
- Setting up work supervision management system.
- Preparation Contractors bill and certifying those.
- Recording Optional/Modification and arranging to get those done.
- Arranging to get measurements of all completed works and recording those in Resister at site.
- Identifying faulty works and workmanship and taking corrective action.
- All kinds of supplier's bill check.

EMPLOYER	Pratibha-Navana JV.
DURATION OF WORK	July 2016 April 2018
POSITION HOLD	Material Engineer.
DESCRIPTION OF DUTIE	<p>14 Storied RHD Head Quarter Building with Road work. and landscape, (Land Area 258390 sft.)</p> <p>Relevant technical and management experience :</p> <p>Prepare all documents of laboratory works such as cylinder test, cube test, soil compaction test, stone gradation, sand F.M, trial mix design, Also prepare of monthly progress etc. And also construction a part of main building with supervision, estimation, and also liaison maintain with consultant engineer.</p>

EMPLOYER	Navana-Pratibha-Jain Irrigation JV.
DURATION OF WORK	January 2015 June 2016
POSITION HOLD	Assistant Site Manager
DESCRIPTION OF DUTIE	<p>Rehabilitation, replacement, expansion and optimization of the transmission And distribution water supply networks, including the establishment of District Meter Area (DMAs), replacement and installation of service Connection and metering, ICB-02.4 MODS Zone-04, 10 DMAs.</p> <p>DUTIES AND RESPONSIBILITIES.</p> <ul style="list-style-type: none"> • Preparation daily, weekly, and monthly reports. • Arranging mobilization and site preparation works. • Preparing estimate for foundation and frame works in 1st phase and total estimates for all other works in subsequent phases for DMA wise pipe line length of all main line and transmission lines all plants fittings also house connection materials. • Checking Quality of materials and works BF, EF joint of HDPE pipe also workmanships according to international standard and other applicable standard.

	<ul style="list-style-type: none"> • To ensure all safety for BF, EF, HDD, OT, PB, PP and other works and also traffic management plant with execution. • Having good communication skills to interface with the management, all the engineering departments and project personnel on quality related matter. And resolved matters of immediate priority to maintain the required quality. • Maintaining Quality Records. • Setting up work supervision management system. • Preparation Contractors bill and certifying those. • Arranging to get measurements of all completed works and recording those in Resister at site. • Identifying faulty works and workmanship and taking corrective action. • Arranging and execute the Pre-commissioning And Commissioning work for each DMA. • Prepared Materials Purchase Requisition & Materials Receiving Report (MPR & MRR). • All Kinds of Sub-Contractors bills check and practical audit. • All kinds of supplier's bill check.
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EMPLOYER	Pratibha-Jain Irrigation- Navana JV.
DURATION OF WORK	November 2013 December 2014
POSITION HOLD	Assistant Site Manager
DESCRIPTION OF DUTIE	<p>Rehabilitation, replacement, expansion and optimization of the transmission And distribution water supply networks, including the establishment of District Meter Area (DMAs), replacement and installation of service Connection and metering, ICB-02.3 MODS Zone-05, 08 DMAs.</p> <p>DUTIES AND RESPONSIBILITIES.</p> <ul style="list-style-type: none"> • Preparation daily, weekly, and monthly reports. • Arranging mobilization and site preparation works. • Preparing estimate for foundation and frame works in 1st phase and total estimates for all other works in subsequent phases for DMA wise pipe line length of all main line and transmission lines all plants fittings also house connection materials. • Checking Quality of materials and works BF, EF joint of HDPE pipe also workmanships according to international standard and other applicable standard.

	<ul style="list-style-type: none"> • To ensure all safety for BF, EF, HDD, OT, PB, PP and other works and also traffic management plant with execution. • Having good communication skills to interface with the management, all the engineering departments and project personnel on quality related matter. And resolved matters of immediate priority to maintain the required quality. • Maintaining Quality Records. • Setting up work supervision management system. • Preparation Contractors bill and certifying those. • Arranging to get measurements of all completed works and recording those in Resister at site. • All kinds of supplier's bill check.
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EMPLOYER	Al Qawafel Building Contracting. (RAK in UAE)
DURATION OF WORK	January 2012 to October 2013
POSITION HOLD	Civil Engineer
DESCRIPTION OF DUTIE	Expansion and optimization of the transmission And distribution water supply networks with HDPE pipe and fittings.
	<p>Relevant technical and management experience:</p> <p>Responsible for overall Supervision, Programming, Scheduling, Execution of Pipe line with trenchless method and other related works.</p>

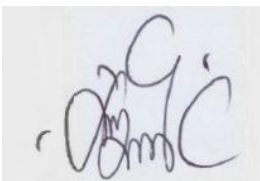
EMPLOYER	Tareq Mabyooa Building Contracting. (RAK in UAE)
DURATION OF WORK	April 2011 to December 2011
POSITION HOLD	Civil Engineer
DESCRIPTION OF DUTIE	Distribution of drinking water supply networks with HDPE pipe and fittings.
	<p>Relevant technical and management experience:</p> <p>Responsible for overall Supervision, Programming, Scheduling, Execution of Pipe line with trenchless method and other related works.</p>

EMPLOYER	Al Dana Contracting LLC. (DUBAI in UAE)
DURATION OF WORK	April 2008 to March 2011
POSITION HOLD	Project Engineer
DESCRIPTION OF DUTIE	<p>Construction of (G+2) Residential Villa & (G+9) Commercial Building at Deferent Place at DUBAI & AJMAN Street.</p> <p>Relevant technical and management experience:</p> <p>Responsible for overall Supervision, Programming, Scheduling, Execution of Civil Construction Work, Quality Checking, Documentation, Maintain Relation and Co-operation With Consultant and Government Engineer and other related works.</p>

EMPLOYER	Organ Development Ltd.
DURATION OF WORK	September 2007 to April 2008
POSITION HOLD	Project Engineer
DESCRIPTION OF DUTIE	<p>Construction of (G+5) Residential Building at Uttara 13 Sector, Uttara.</p> <p>Relevant technical and management experience:</p> <p>Responsible for overall Supervision, Programming, Scheduling, Execution of Civil Construction Work, Quality Checking, Documentation, Maintain Relation and Co-operation With Consultant and Government Engineer and other related works.</p>

Declaration

I undersigned Md. Ruhul Amin certify that to the best of my knowledge and behalf, the information contained correctly describes myself, my qualifications and experience.



Signature:
Date: 27.06.2022