

CURRICULUM VITAE

OF

Md. Rayhan Kabir

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Carrier Objectives

I find a challenging job any where in Bangladesh, where I would be implementing my previous experience and academic background. A freedom working environment will be supported me to gather my company goal.

Carrier Summary

I'm confident in what I do, always go above and beyond to satisfy my clients while keeping company goals in mind. I have proven throughout my career that I can create new business, develop existing accounts and cultivate client loyalty. Let me do the same for your organization.

Experience:

Total Year of Experience: 3 years and 9 Months

Safety Officer : (March 15, 2018 to Continue) :

Evergreen Products Factory (BD) Ltd.

Head Office : House-15 (3rd floor), Road-8, Gulshan-1, Dhaka-1212

Factory Location: Plot# 20-36, Sector# 1, Uttara Export Processing Zone, Nilphamari-5300

Duties and Responsibilities:

- Assessing risk and possible safety hazards of all aspects of operations
- Creating analytical reports of safety data
- Inspecting production equipment and processes to make sure they are safe
- Ordering repairs for unsafe and/or damaged equipment
- Focusing on prevention by keeping up with equipment maintenance and employee training
- Participating in continuing education to update knowledge of health and safety protocols and techniques
- Creating safety plans that include suggested improvements to existing infrastructure and business processes
- Sharing information, suggestions, and observations with project leadership to create consistency in safety standards throughout the production team and the entire company
- Meeting company health and safety goals
- Investigating causes of accidents and other unsafe conditions on the job site
- Liaising with law enforcement and other investigators who are present at the time of a serious accident
- Finding the best way to prevent future accidents
- Reviewing and reporting on the staff's compliance with health and safety rules and recommending commendations or dismissal based on performance

Education Qualification

Diploma In Agriculture Examination

Institute : Namazgar Gawsul Azam Kamil Madrasha, Naogaon., Board :
Technical.
Passing Year : 2016.
Result : GPA- 3.74 out of 4.00

Secondary School Certificate (S.S.C)

Institute : Abadpukur High School.
Board : Rajshahi
Passing Year : 2012
Group : Science.
Result : GPA- 3.13 out of 5.00

Special area of Chinese Language Course

Institute : Confusius Institute at University of Dhaka.
H.S.K : Level 1 C+
H.S.K : Level 3 , Score 218
HSK Speaking (Preliminary) Examination Score Report- 64
HSK4 : Successfully Completed

Safety Tanning-1

Name of Organization : ALLIANCE FOR BANGLADESH WORKER SAFETY
Type of Training : Alliance Safety Workshop
Course Duration : Three months long a training course

Safety Tanning-2

Name of Organization : Bangladesh Fire Service & Civil Defence Directorate
Type of Training : Factory Safety Training Program
Course Duration : Four weeks certificate training program

Computer Literacy

- Microsoft Windows & Microsoft XP; hands on such operating environments.
- Microsoft Office (Word, Excel) Expert in Internet Browsing & Web Applications

Language Skill

Bengali : Hearing, Speaking, Reading & Writing. English
: Reading & Writing.
Chinese : Reading & Writing. (HSK-3)

Personal Information

Name : Md. Rayhan Kabir. Father`s
Name : Md. Sorowar Hossain.
Mother`s Name : Mst. Rawshan Ara.
Date of Birth : 13/02/1997.
Religion : Islam
Nationality : Bangladeshi (By Birth)
Marital Status : Single.
Height : 5.4"
Weight : 50 K.G

Present Address

Company Name : Evergreen Products Factory (BD) Ltd
Company Address : Plot# 20-36, Sector# 1, Uttara Export Processing Zone, Nilphamari-5300
Police Station : Nilphamari Sadar
District : Nilphamari

Permanent Address

Village : Shilmadar Sarder Para
Post Office : Abadpukur Haat-5890
Police Station : Raninagar.

References:

Reference-1	Reference-2
Md. Shamim Uddin General Manager Evergreen Products Factory (BD) Ltd Plot# 20-36, Sector# 1, Uttara Export Processing Zone, Nilphamari-5300 Phone: +8801678859072 Email: rsuddin85@gmail.com Relation: Colleague	

Hereby, I will be responsible for any wrong information given here and further more references are available upon request.

Md. Rayhan Kabir

Date: