Md. Fahad Rahman

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EXPERIENCE

HISP BANGLADESH FOUNDATION | **Administrative Support, Financial Management, Bookkeeping, Report Writing** | *Admin and Accounts Officer* | Jan 2022 – May 2022

- Performed assigned tasks in collaboration with teammates
- Organized/Supported face-to-face and/or virtual team meetings
- Managed HR Operations including employee documentation, salaries, leaves, promotions, and other related matters
- Kept track of different projects, and provide reminders to the assigned teams and maintain liaison with the stakeholders
- Prepared reports, presentations, and financial reports for different projects or research
- Facilitated the teams with innovative ideas for projects

WORLD HEALTH ORGANIZATION (WHO) | **Administrative Support, Report Writing** | *Administrative Assistant* | Jan 2020 – Oct 2021

- Drafted and finalized technical reports including program status and the outcome, achievements, goals, and objectives of the project being implemented in Cox's Bazar for the Forcibly Displaced Myanmar Nationals (FDMNs).
- Prepared ad-hoc reports on program implementation and the status of any particular issue.
- Prepared field visit reports, the financial report of the program, and the on-demand COVID-19 situation report in the FDMN camps.
- Provided administrative and secretarial support to provide health interventions to the FDMNs.
- Drafted SOPs with inputs from stakeholders and joint consultative meetings, MoU with different stakeholders, and proofread various guidelines, books, reports, and other writings; replied to general and administrative correspondence and finalized those.
- Managed mail, queries, and visitors with tact and discretion.

DIRECTORATE GENERAL OF HEALTH SERVICES (DGHS) | **Administrative Support, Bookkeeping, Recruitment, SOP Preparation** | *Administrative Assistant* | Nov 2017 – Nov 2018

- Contributed to the development of guidelines on clinical management for the FDMNs prepared by CSC, DGHS, and a book on the development in the health sector of GoB in the last ten years (2009-2018).
- Participated in the development of different manuals and guidelines.
- Contributed to the preparation of the epidemiological report of the diphtheria outbreak in the FDMN camps.
- Provided administrative and secretarial support to provide health interventions to the forcibly displaced population.
- Provided support for signing MoU and other documents.

SKILLS

LANGUAGES | C ● Python
FRONT-END DEVELOPMENT | HTML ● CSS ● JavaScript ● React.js ● Next.js
BACK-END DEVELOPMENT | Node.js ● Express.js ● MongoDB ● API
APP DEVELOPMENT | React Native
TYPESETTING | LaTeX
SOFTWARE | MS Office ● Solidworks ● AutoCAD ● Matlab ● Illustrator

EDUCATION

BANGLADESH UNIVERSITY OF ENGINEERING AND TECHNOLOGY
BSc in Mechanical Engineering
Sep 2017 | Dhaka, Bangladesh
CGPA: 2.97/4.00

DHAKA RESIDENTIAL MODEL COLLEGE
HSC (Science)
Jul 2011 | Dhaka, Bangladesh
GPA: 5.00/5.00

DHAKA RESIDENTIAL MODEL COLLEGE
SSC (Science)
Jun 2008 | Dhaka, Bangladesh
GPA: 5.00/5.00

COURSEWORK

Introduction to Thermodynamics: Transferring Energy from Here to There
Apr 2020 | University of Michigan (offered through Coursera)

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THESIS

Modification of the Experimental Setup for Measuring Viscoelastic Response of Super Elastic Shape Memory Alloy Rod under Bending and Twisting

- Nicket-Titanium (NiTi) Shape-Memory Alloy (SMA) is used.
- A Force Sensing Resistor (FSR) is used to measure the corresponding force.
- For Bending load calculation, a wooden quarter circle with a radius of 144 mm is used.
- In torsional loading, the experiment is done under different angles at 15-degree interval.