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, promotion, and other related matters
- Kept track of different projects, provide reminders to the assigned teams and maintain liaison with the stakeholders
- Prepared reports, presentations, 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 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 status of any particular issue.
- Prepared field visit reports, the financial report of the program, and 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, proofread various guidelines, books, reports and other writings, replies 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
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)
verify

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.