Md. Fahad Rahman

Administrative Professional

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https://portfolio-fahad9993.vercel.app 🌐

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https://github.com/fahad9993 ⚙

Dynamic professional with a background in mechanical engineering, administrative, and finance roles, coupled with a passion for programming. Strong problem-solving abilities and adaptability across diverse environments. Seeking opportunities to leverage skills in both technical and administrative domains for organizational success.

CORE COMPETENCIES

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

PROFESSIONAL EXPERIENCE

Admin and Accounts Officer
HISP Bangladesh Foundation

January 2022 – May 2022   *Dhaka, Bangladesh*

– Transitioned from manual cheque-based payments to an automated Electronic Funds Transfer (EFTN) system, reducing errors, saving costs, and ensuring on-time salary payments.

– Developed a customized app for precise expense and income tracking, in addition to meticulous documentation of paper receipts, enhancing clarity, and transparency, and averting audit objections, resulting in cost savings and revenue growth.

Administrative Assistant
World Health Organization

January 2020 – October 2021   *Dhaka, Bangladesh*

– 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.

Administrative Assistant
Directorate General of Health Services

November 2017 – November 2018   *Dhaka, Bangladesh*

- Facilitated signing 20 MoUs to improve healthcare for Rohingya in Cox's Bazar, strengthening provisions and community well-being.
- Played a pivotal role in creating a comprehensive book on Bangladesh's health sector advancements (2009-2018), facilitating future healthcare initiatives.
- Significantly contributed to developing tailored clinical guidelines for FDMNs, in collaboration with Cox's Bazar Civil Surgeon's Office and DGHS, enhancing healthcare delivery and outcomes.

EDUCATION

BSc in Mechanical Engineering
Bangladesh University of Engineering and Technology (BUET)

May 2012 – September 2017

THESIS

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

COURSEWORK

Introduction to Thermodynamics: Transferring Energy from Here to There 🗗

University of Michigan (offered through Coursera)

REFERENCES

Prof. Dr. Be-Nazir Ahmed
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Directorate General of Health Services (DGHS)
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