


# Md. Fahad Rahman

Administrative Professional


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fahad9993@gmail.com 

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.

<https://portfolio-fahad9993.vercel.app> 

[linkedin.com/in/fahad9993](https://www.linkedin.com/in/fahad9993) 

<https://github.com/fahad9993> 

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## CORE COMPETENCIES

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**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

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## PROFESSIONAL EXPERIENCE

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### Admin and Accounts Officer

HISP Bangladesh Foundation

January 2022 – May 2022

Dhaka, Bangladesh

- 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

### 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*

- 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.

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## **EDUCATION**

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### **BSc in Mechanical Engineering**

#### **Bangladesh University of Engineering and Technology (BUET)**

*May 2012 – September 2017*

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## **THESIS**

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

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## **COURSEWORK**

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Introduction to Thermodynamics: Transferring Energy from Here to There [🔗](#)

*University of Michigan (offered through Coursera)*

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## **REFERENCES**

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Prof. Dr. Be-Nazir Ahmed  
*Former National Consultant*  
*Directorate General of Health Services (DGHS)*

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Dr. Md. Amiruzzaman  
*Treasurer*

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