MD. FAHAD RAHMAN

Mechanical Engineer | Administrative
Experience | Full-Stack Enthusiast

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EXPERIENCE

Admin and Accounts Officer

HISP Bangladesh Foundation

📅 01/2022 - 05/2022   📍 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

Administartive Assistant

World Health Organization

📅 01/2020 - 10/2021   📍 Dhaka, Bangladesh

- Prepared and finalised financial reports, adhering to specific templates and guidelines
- Arranged accommodation in hotels and managed travel-related tasks for the staff
- Undertook cash purchase according to the rules and processed the invoices
- 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

Administartive Assistant

Directorate General of Health Services

📅 11/2017 - 11/2018   📍 Dhaka, Bangladesh

- Contributed to the development of guidelines on clinical management for the FDMNs prepared by CSC, DGHS
- 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

EDUCATION

BSc in Mechanical Engineering

Bangladesh University of Engineering and Technology

📅 2012 - 2027

HSC

Dhaka Residential Model College

📅 2008 - 2011

SSC

Dhaka Residential Model College

📅 2006 - 2008

SUMMARY

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.

Skills

Programming Languages
- JavaScript
- Python
- Java

Tools & Technologies
- React
- Node.js
- MongoDB