



Tanjim- Al- Rubaiath

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Objective

To serve & assist the organization towards the achievement of its goal by devoting my energy, skills & potentials in an ethical and productive manner.

Work Experience

HYPE Dhaka

Position: Project Management Executive

Duration: April, 2018 to Present

Job Responsibility:

- Managing the digital media projects for the company.
- Supervising client projects and analyzing ROI for a campaign.
- Quality control of the projects during the execution period.
- Managing internal and external stakeholder with timely reporting.

Achievement: Successfully executed several marketing campaign and web project implementation.

TVS Auto Bangladesh Private Limited

Position: Executive (Engineering & Operation)

Duration: March 20, 2017 to January 24, 2018.

Job Responsibility:

- Managing the procurement procedure for the engineering department.
- Assisting the CEO directly to manage the coordination within the department, external stakeholder and delegates.
- Building and maintaining the engine lifter system.
- Supervising the project implementation of welding and painting facilities.
- Managing the assembly of line management.
- Providing solutions to any procedural and engineering bottleneck and drawback.
- Benchmarking and maintaining the quality of the engineering process.

Achievement: Successfully managed implementation of pre-setup for local line assembly of TVS motorcycle production in Bangladesh.

UNICEF Bangladesh

Position: Technical and Admin Executive

Duration: June 1, 2016 to February 25, 2017

Project: Joint project with Bangabandhu Sheikh Mujibur Rahman Medical University

Job Responsibility:

- Ensuring project implementation in an efficient manner within the deadline.
- Data management, analysis, preparing reports and presentation.
- Organizing seminars, symposiums and internal event for the project.

Achievement: Execution of successfully implementing the project within the timeline and set a good notion for future funding prospect.

Education

Masters in Business Administration

Institution Name : University of Dhaka

Result : CGPA 3.69 out of 4.0 **Year:** 2015-17

Major : Management Information System

Bachelor of Science in Mechanical Engineering

Institution Name : Khulna University Of Engineering And Technology

Result : CGPA 2.74 out of 4.0 **Year:** 2014

Higher Secondary Certificate (HSC)

Institution Name : Birshrestha Munshi Abdur Rouf Rifles College

Group : Science **Year** : 2009 **Board:** Dhaka

Result : GPA 5.00 out of 5.00

Secondary School Certificate (SSC)

Institution Name : Birshrestha Munshi Abdur Rouf Rifles College

Group : Science **Year** : 2007 **Board:** Dhaka

Result : GPA 5.00 out of 5.00

Final Year Project

- Total Quality Management in the Higher Educational Institutes Of Bangladesh.

Computer Skill

- **Office applications** : Microsoft Office Suite, CRM & ERP's.
- **Programming Skills** : C, Assembly Language, Wordpress Management.
- **Image Editor** : Adobe Photoshop, Adobe Photoshop Lightroom
- **Design Software** : AutoCad, Solidworks

Language Skill

- Well versed in all sort of business communication with complete fluency in English and Bengali language (Speaking and Writing).

Extra-Curricular Activity

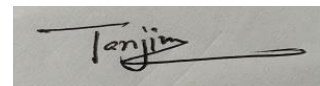
- Was part of the champion cricket and football team throughout the years of studying.
- Was responsible for arranging multiple cultural and sports programmes as a team leader.
- Photo's were selected in the photography exhibitions.
- Played Guitar in numerous functions.

Commitment

I am confident that, if I get the chance to serve in your organization, I shall perform all my duties & responsibilities that would be assigned to me in my service life with dedication and commitment.

References

Dr. Md. Kutub Uddin Professor Department of Mechanical Engineering Khulna University Of Engineering & Technology, Khulna. Kutubuddin@me.kuet.ac.bd	Joher Tanin Lead Engineer Project Development Doreen Power Generations and Systems Ltd. Dhaka. Joher.me.115@gmail.com
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Signature