

CV of

Sayed Muhammad Arafat

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Career Objective:

To be an employee where I can contribute my skills and experience to the further development of the Organization. To secure a responsible career opportunity to be a part of the management for the long run. Serve the organization with full dedication.

Career Summary:

Presently working at RMG sector as Assistant Executive - Industrial Engineering Department at Four H Group & having 4 years solid experience at **FMCG & RMG** sector of leading IE team to apply Six Sigma & Lean manufacturing tools in Production Planning & Control, Line Layout, Man power Planning, Raw Materials Planning, Utilization & Optimization Inventory Planning & Control for better Production Management. Collaboration with Cutting, Finishing, Store, SCM, Marketing, Sales & Distribution.

Employment History:

1. Assistant Executive (March 1, 2020 - Continuing)

Four H Group

Company Location : Askarabad, D.T Road, Monsurabad, Chattogram. Factory: Four H Apparels Ltd, Baluchara, Chattogram.

Department: Industrial Engineering

Duties/Responsibilities:

Operation Breakdown of Garments

SMV Calculation

Line Layout preparing

Daily & Monthly Production Report Preparing & Submitting to Top Management

Man Power Budgeting

Production Planning

CPM & CM Calculation

Production Achievement & Efficiency Monitoring

Implementation of 5'S at Store, Cutting, Sewing & Finishing

2. Assistant Manager (December 16, 2016 - February 29, 2020)

RFL Group

Company Location : Habigonj Industrial Park, Olipur, Hobigonj. Head office: PRAN RFL Center, Badda Link Road, Dhaka

Department: Production & Operation

Duties/Responsibilities:

1. Review the plan on a daily basis and set alternative plan to complete good on time.

2. Prepare and Share daily IE and Planning report to management monthly.

3. Time to Time reports to top management as per their requirement.

4. Set and Give the next month production target within last week of running month.

5. Check and Plan the Product & Process Layout regularly to increase productivity.

6. Work with the Man & machine factors and improve Man Machine interface.

7. Calculate the Total RM input and Total FG output once in a week and control rejection.

8. Work with SCM to buy the best RM with minimum price.

9. Review the performance of the previous month, find difficulties and set corrective action plan for the next month.

10. Achieve the monthly production target as per yearly budget.
11. Controlling the consumption of accessories items used in production floor compare to production quantity.
12. Encourage & Motivate the employees by Assembly to reduce employee turnover rate.
13. Arrange different training programs for employees to increase productivity by using IE, Six Sigma & Lean Manufacturing tools.
14. Increase Industrial & Environmental Hazard & Accident awareness among employees by different training session.

3. Shift In charge (April 17, 2012 - October 31, 2012)

Premier Towels BD Ltd, a concern of Qualitex Group BD.

Company Location : CEPZ, Chattogram

Department: Mechanical Maintenance

Duties/Responsibilities:

Preventive & Breakdown Maintenance of all Machines, Rollers, Gear boxes. Keeping regular maintenance documentation for Audit purposes. Scheduled maintenance of Gas generator and Water treatment plant.

Academic Qualification:

Exam	Major	Institute	Result	Passing Year	Duration	Project & Thesis
B.Sc in Engineering	Industrial & Production Engineering	Dhaka University of Engineering & Technology	2.98 (Out of 4)	2016	4 Years	1. Thesis & Project- Industrial Robot Manipulator 2. Product Design & Development- Bucket Conveyor
Diploma in Engineering	Mechanical Engineering	Chittagong Polytechnic Institute	3.35 (Out of 4)	2010	4 Years	Project- Simple & Compound Gear mechanism prototype building by Molding, Casting, Machining & Welding
S.S.C	Science	Al-Jaber Institute	4.75	2006	2 Years	

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial attachment	Molding Casting Machining Die punching Welding Heat treatment Vehicle assembly fabrication and testing.	Bangladesh Machine Tools Factory Ltd.	Bangladesh	Shimultoly Joydebpur Gazipur.	2015	3 weeks
Industrial Internship	NOF furnace Galvanizing Heat treatment Acid treatment and recycling Cold rolling Oxygen and Nitrogen plant	PHP Steels Ltd.	Bangladesh	Chattogram	2009	3 month

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Software	Solidworks design software MS Excel, Word, Power point

Extra-Curricular Activities:

1. Director- DUET admission coaching center "Internet Coaching Home" 2013-14.
2. Advisor-"Gungchill"- a social cultural organisation 2014-15
3. Advisor-"Srijony" - cultural organization of DUET 2014-15
4. Asst. Finance secretary- "Gungchill" 2012-13

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father's Name : Sayyed Muhammad Nezam
Mother's Name : Ummey Salma
Date of Birth : October 10, 1990
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 6415047304
Religion : Islam
Current Location : Chattogram

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Prithbey Raj Dey	Eng. MD. Sharif Hossen
Organization	: Dhaka University of Engineering and Technology	RFL Grpup
Designation	: Assistant Professor-Department of IPE	Deputy Manager - Mold Development
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