

Roksana Liya

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DOB: 14.12.1992



Career Objective:

Intend to work in a challenging and competitive environment where the strong sense of responsibility and commitment are required.

Career Summary:

4.3 years' experience in developing and executing Technical & analysis strategies with the unique ability to understand communication skills, including:

Strategic planning and strategic leadership.

Decisive: Capable of delivering quick solutions to the technical challenges.

Result oriented: Ability to achieve target within given time.

Employment History:

1. Senior Officer in Engineering (10th December, 2017- Continuing)

Orion Group

Orion Power Plant.

Company Location: Orion house, 153-154 Tejgaon Industrial Area, Dhaka-1208, Bangladesh.

Department: Engineering

Duties/Responsibilities:

- Plants daily Generation report analyze and Plants engine based operational parameters are to place at formatted cells for Monitoring Cell Coordinator to judge engines operational performances.
- Update Plants monthly spares inventory, consumption and receive log and prepare a compiled inventory data sheet for all three Plants as a part of documentation.
- Documentation of Plants various records and present a compile report of monthly logged data.
- Record & Format Plants HFO received quantity.
- Making Bill from Orion Own Software (<http://192.168.1.33/>) and also making PR (Work order).
- Plant visit.

2. MIS Officer (3rd April 2016 – 9th December 2017)

Digicon Technologies Limited.

Company Location: Nikhynjo-2, Khilkhat.

Department: MIS

Duties/Responsibilities:

- Data Analysis
- Time to time Updating Data in Excel sheet.
- Making Invoice
- Making Payroll & Report in Monthly, Weekly and Daily Basis.
- Making Roster weekly for the agent.

3. Technical Engineer (22nd March 2015 – 30th September 2015)

Elite Mobile Technologies.

Company Location: Baridhara, Dhaka.

Department: Engineering

Duties/Responsibilities:

- Device repairing and Service operation.
- Mobile Space Parts checking when it will come from China.

Specialization:

C02. RoksanaLiya;Datta,N, Ahmed, M. N., Zaman, N. and Pathik, B. B., *“Efficiency Improvement of a Solar Power Plant Using Combine Cycle: An Experimental Study on a Miniaturized Solar Power Station”*, Accepted, *The 6th International Conference on Information Technology and Electrical Engineering (ICITEE 2014)*, Yogyakarta, Indonesia. ISBN: 978-1-4799-5302-8

C01. RoksanaLiya;Datta, N, Ahmed, M. N.,, Zaman, N. and Pathik, B. B., *“Efficiency Improvement of a Solar Power Plant Using Combine Cycle: An Experimental Study on a Miniaturized Solar Power Station”*, Accepted, *2014 International Conference on Power System Technology (POWERCON2014) Chengdu, China.* INSPEC Accession Number: 14826160, DOI: 10.1109/POWERCON.2014.6994002

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Bachelor of Science In Electrical & Electronics Engineering	Power System Protection & Renewable Energy Technology	American International University-Bangladesh (AIUB)	CGPA:3.44 out of 4	2015
HSC	Science	Noapara College Jessore	GPA:3.60 out of 5	2009
SSC	Science	Noapara Model High School,Jessore	GPA:4.25 out of 5	2007

Computer Skills:

Expert on MS Office, MS Excel (lookup, Pivot-Table, Graphs & Charts), Power point, Adobe Illustrator, Expert on Internet Browsing.

Language Proficiency:

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

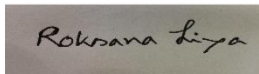
Personal Details:

Father's Name : Md.Abdul Gofur
Mother's Name : Rowshanara
Date of Birth : 14th December, 1992
Gender : Female
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Arpara, Jhenaidah.
Current Location : Nikhunjo2, Dhaka.

Reference (s):

- Mr. Tanvir Ahmed
Asst. Manager
Dept. of Corporate Affairs
Orion Group
Mobile: 01755546158
E-mail: tapavel@gmail.com
- Md. Ehsan Kabir
Assistant Executive Officer
Janata Bank Ltd.
Obdha, Motijeel,
Dhaka
Phone: - 01911926420, 01670723857
E-mail: kabir_leo@yahoo.com

I, Roksana Liya, the undersigned, hereby declare that the information presented in this document is authentic to the fullest of my knowledge and describes my qualifications.



Roksana Liya