

Curriculum Vitae

Khandaker Adeeb Ahmed



Career Objective:

Seeking industrial and revolutionizing pool of knowledge, which would be welcoming and also challenging, this not only involves implementing current skills, but will allow developing new ones as well. Personable individual with proven time-management skills developed from full time & part time employment and particularly motivated to continue learning and experiencing a variety of workplaces and grow as a professional, keen to bear responsibility.

Personal Information:

Name: Khandaker Adeeb Ahmed
Father's Name: Prof. Dr. Khandaker Ezaz Ahmed
Mother's Name: Dr. Shaheen Akhtar
Nationality: Bangladeshi
Religion: Islam
Date of Birth: 21/03/1993
Blood Group: A+ (positive)
Marital Status: Single
Mailing Address: 44, Siddheswari Road, Khandaker Goli, Khandaker Manzil, Ramna-1217
Mobile: 01720339925
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EDUCATION

Swinburne University of Technology 2013 – 2017

Bachelor of Engineering (Mechanical)(Honours)
Minor in Biomedical Science
CGPA: 3.1

Swinburne Foundation Studies (Engineering/Sciences) 2011-2012
CGPA: 3.13

GCE Advanced (AS & A2) Levels 2010

GCE Ordinary Levels (8 subjects) 2008

VOLUNTEER

PLACEMENTS

| | | |
|-----------|--|------------------------|
| 2016-2018 | Swinburne Mentor | Mentoring new Students |
| 2011-2012 | Swinburne Debate Club | Member |
| 2012-2013 | Swinburne International Student's Club | Secretary |
| 2011-2014 | Swinburne Rotaract Club | Committee Member |

Key Skills:

Interpersonal skills

Ability to manage workload autonomously as well as demonstrated ability to work as an effective team member. Treating colleagues and clients with respect and am always approachable when dealing with client complaints and queries.

Communication skills

Ability to listen patiently and understand others. I possess a highly tuned ability to interpret messages that are communicated in a subtle manner. I speak in a clear, empathetic way and am practiced in effectively resolving complex issues in an honest and diplomatic manner.

Multi-Task and Time Management skills

Proven ability to effectively manage multiple responsibilities in a busy environment. Ability to identify issues that are most important and work towards a thorough, timely resolution.

Software Skills: *AutoCad ~ SolidWorks~Revit~ RMS online~Mercentile~Dial2000~ Sales Force~ Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ Mathematica~ Adobe Photoshop ~ Light room*

PERSONAL ATTRIBUTES

Effective Communication Skills: Eloquent communicator with appreciation for versatile communication styles necessary when working with team members or customers.

Writing Skills: Possess a strong passion towards writing on versatile topics, ranging from informative articles to Social Media marketing posts.

Honest and Reliable: Strong morals and ethics ensuring honesty, reliability and ability to responsibly undertake tasks.

Flexible: Understanding of the need for flexibility in order to support last-minute demands and changes. Comfortable with changing environments and situations, ensuring ability to remain flexible and adaptable.

Time Management: Dedication to effective prioritization and management of time by allocating tasks and recording activities in diaries and daily to-do lists.

EMPLOYMENT HISTORY

FARUQ M&E CONSULTANTS

DEC2020-Current

Designation: Assistant Mechanical Engineer

Current employment at a design consultancy firm, where the given duties & responsibilities included are, but not limited to:

- Prepare 2d & 3d drawing in AutoCAD (Isometric drawings according to BNBC, NFPA Standard)
- Fire Detection & Alarm System, Fire Safety Plan Design and Fire Protection Systems Design
- Prepare electrical substation approval drawing
- Prepare BOQ
- Technical Meeting with the clients
- Have to monitor project work provide quick solutions etc.

ROSEBUD CONSULTANTS LIMITED

SEP 2019-NOV2020

Designation: Mechanical/Structural Trainee Engineer

Current employment at architecture cum real estate firm.

Main duties and responsibilities included, but not limited to:

- Preparing reports, designs and drawings
- Making calculations about loads and stresses
- Selecting appropriate construction materials
- Providing technical advice
- Liaising with relevant professional staff such as architects

- Monitoring and inspecting work undertaken by contractors
- Administering contracts

ASCOTT TRADE HOUSE PTY LTD -VICTORIA, AUSTRALIA
Designation: Business Development Manager

AUG 2018 – AUG 2019

1 year employment to start the business and carry out all the formalities, including, applying for company registrations and their corresponding business trading names. Regular meetings to update the company owner of the progress and advising on the next development phases which were deemed necessary according to market research and analysis using **SWOT** method.

Duties and responsibilities that was included, but not limited to:

- Recruiting, training and supervising staff
- Agreeing and managing budgets
- Planning menus
- Ensuring compliance with licensing, hygiene and health and safety legislation/guidelines
- Promoting and marketing the business
- Overseeing stock levels
- Ordering supplies
- Producing staff rotating rosters
- Handling customer enquiries and complaints
- Problem solving
- Preparing and presenting staffing/sales reports
- Keeping statistical and financial records
- Assessing and improving profitability
- Setting targets
- Handling administration and paperwork
- Liaising with customers, employees, suppliers, licensing authorities and sales representatives

[DUN & BRADSTREET (AUSTRALIA)]

SEP 2016 – NOV 2016

2 and half month part time employment as a debt collector for the company over the phone which included recovering government related debts and follow ups.

Duties and responsibilities included but not limited to:

- Keep track of assigned accounts to identify outstanding debts
- Plan course of action to recover outstanding payments
- Locate and contact debtors to inquire of their payment status
- Negotiate payoff deadlines or payment plans
- Handle questions or complaints
- Investigate and resolve discrepancies
- Create trust relationships with debtors when possible to avoid future issues
- Update account status and database regularly
- Alert superiors of debtors unwilling or unable to pay when necessary
- Comply with requirements when legal action is unavoidable

Referees:

Provided on request.