

Atef Rayhan

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Career Objective:

Ability to impact operations and effect change without being confrontational Detail oriented, analytical and inquisitive Ability to work independently and with others Extremely organized with strong time-management skills .Would like to provide my best performance with responsibility, honesty, efficiency, productivity, hardworking and own confidential personality that may help me to gain.

Working Experience:

Assistant Engineer (project & Sales)

Apogee Engineering Ltd.

June 2020- Present

Responsibilities:

- Responsible for full scale cycle business development, lead generation, identify client needs and opportunities across designated territory.
- Used category data and business analytics to build compelling sales presentation.
- Consultancy of Green/LEED Project
- Consultancy of Fire Safety, Fire Detection and Protection System according to NFPA, BNBC, Accord & Alliance
- BBT Design & Estimation
- Single Line Diagram (SLD) according to BNBC(Chapter-08)- Electrical BOQ and Estimation
- Residential and Industrial Building Electrical Layout Design (ELD),
- Gains customer acceptance by explaining or demonstrating cost reductions and operations improvements

Business Development Executive(Sales)

Techno Apogee

March 2020- May 2020

Responsibilities:

- Determine operational objectives by studying business functions, gathering information; evaluating output requirements and formats.
- Validate resource requirements and develop cost estimate models.
- Serves customers by identifying their needs and engineering adaptations of products, equipment, and services
- Customer communication, responding to queries.

Academic Qualification:

- BSS–Electrical & Electronics Engineering, American International University-Bangladesh, CGPA 3.29 / 4.0, 2019
- HSC – Science, GPA 4.50 / 5.0, Milestone college, 2015
- SSC – Science, GPA 4.69/ 5.0, Charbonghshi S M Azizia High School , 2013

Personal Information:

Date of Birth : 02 October 1997
Nationality : Bangladeshi
NID No. : 5103157227

Extracurricular Activities:

- Active working member at ESAB and Volunteer in an International Summit
- Executive member of ESAB(Central & AIUB unit face)
- Volunteer at AIUB Engineering Jubilation
- Organizing member of “5th Bangladesh Round of Techkriti
- Organizing member in “National Robotic Festival (NRF)

Training and Workshops:

- Partic Interactive & practical training session with virtual reality
- Unfolded Opportunities of Thesis & Research, MATLAB & Simulation, PSIM Simulation Tool
- Programmable Logic Controller, A DAY FOR QUAD COPTER

Professional Skills:

- Team Collaboration
- Client Service
- Time management and leadership.

Computer Skills:

- Proficient in MS office, PowerPoint, Excel, and Access.
- Proficient in data analysis and visualization.
- Tech savvy.

Language Skills:

Mother tongue – Bengali. Fluent in Bengali, English, and full working knowledge in English.

References:

Dr. Saniat Rahman Zishan
Associate Professor
American International University-
Bangladesh
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Declaration:

All the information mentioned in the resume is correct to the best of my knowledge and belief.

Signature