

# MD: Ruhul Amin

C/O: Abdul Halim Talukder  
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Mirpur10, Dhaka-1216  
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## PROFESSIONAL OBJECTIVE

I'm an adaptable and innovative qualified Mechanical Engineer with over 4 years' experience on Installation, Maintenance, Supervising, Project Planning and Implementation, and Office Management.

I'm looking to develop my experience in new concept development, simulation and forward thinking in a reputed organization.

## SKILL & QUALIFICATION

### ➤ Working Experience (Total 3 years 3 months)

- Organization** : Eco Wood Ltd. (A Sister Concern of Oriental Group)  
**Location** : New-Dhaka, Kanchpur, Narayanganj.  
**Position** : Mechanical Engineer  
**Department** : Maintenance, Customer Service, Project Management.  
**Duration** : 2<sup>nd</sup> February 2011 to 31 may 2014

### Job Responsibilities:

- To confirm customer satisfaction need to visit our showroom
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits, and follow up to ensure resolution keep records of customer interactions, process customer accounts and file documents.
- Coordinate project management activities, resources, equipment and information.

## ACADIMIC INFORMATION

### Name of Examination : BSc in Mechanical Engineering

**Institution Name** : Sonargaon University (SU)  
**Result** : 3.15 (Out of 4)

### Name of Examination : Diploma in Mechanical Engineering

**Institution Name** : Barisal Polytechnic Institute  
**Result** : C.G.P.A 2.99 (Out of 4)  
**Board** : Bangladesh Technical Education Board Dhaka.  
**Passing Year** : 2011

### Name of Examination : Secondary School Certificate

**Institution Name** : Dhandoba Secondary School  
**Subject** : Science  
**Result** : G.P.A 3.75 (out of 5.00)  
**Board** : Barisal Education Board.  
**Passing Year** : 2006

## THESIS

**Topic** : To Renovation of Gas Turbine.  
**Organization** : Sonargaon University

Duration : 8 months.

### INTERSHIP TRAINING

Topic : The Internship was completed on the topic of Mechanical machine, Introducing PLC  
Organization : Bangladesh Industrial Training Assistance Center.  
Location : Tejgaon Industrial Area, Dhaka 1207.  
Duration : 3Months.

### COMPUTER SKILL

Operating System : Windows XP, Seven, 8,9,10.  
Application Package : MS. Word, MS. Excel & MS. PowerPoint.  
Graphics Design : Adobe Illustrator, Adobe Photoshop.  
Database : MS Access.  
Hardware : Computer Hardware Setup & Setting.

### PERSONAL ATTRIBUTES

- Self-motivated.
- Energetic, enthusiastic with excellent interpersonal skill.
- Strongly committed to achieve target.
- Habituate to work under pressure.
- Dedicated & committed character work autonomously.

### LANGUAGE SKILL

- Excellent communication (Written and verbal in English & Bengali) with strong negotiation, networking and advocacy skill.
- Excellent interpersonal communication, good presentation and report writing skill.

### PERSONAL INFORMATION

Father's Name : Abdul Halim Talukder.  
Mother's Name : Rezia Begum.  
Permanent address : Vill- Changutia, P.O- Dhandoba, P.S- Agailjhara, District- Barisal.  
Height : 5'-7".  
Marital Status : Unmarried.  
Religion : Islam.  
Nationality : Bangladeshi.

### DECLARATION

**I do hereby declare that the above information is true and correct.**

### REFERENCE

1. Abdul Halim Talukder.  
Technical Officer  
BAPEX  
Mobile: 01723228818

2. Saiful Islam  
Motor Vehicle Inspector  
Bangladesh Road Transport Authority  
Mobile: 01710020658

  
**Md. Ruhul Amin**