

Taif Hossain

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Career Objective

To work for a respectful organization that motivates to achieve excellence with personal effort ensuring the use of technology for the benefits of itself and the society as well as for the country as a whole. Would like to elevate to the top through performance, creativity and hard working.

Education

- Executive Masters in Business Administration (EMBA) from Institute of Business Administration (IBA), University of Dhaka. October 2013-July 2015. Major in Finance.
- B.Sc in Electrical & Electronic Engineering (EEE) from Bangladesh University of Engineering & Technology (BUET), Major in Power. March 2004-March 2009.
- Higher Secondary Certificate (HSC) from B.A.F Shaheen College, Dhaka in 2003.
- Secondary School Certificate (SSC) from B.A.F Shaheen College, Kurmitola in 2001.

Training

- Advance Certificate in Managerial Communication (ACMC) from Institute of Business Administration (IBA), University of Dhaka. September 2013-October 2013.
- Professional training on Energy Management System (ISO 50001) from Bureau Veritas.
- Three weeks training (22-6-2008 to 10-7-2008) in Power Grid Company of Bangladesh (PGCB), an enterprise of Bangladesh Power Development Board (PDB).
- Training program on “Re-Engineering and Upgradation of Technology for Product Diversification and Enhancement of Export Potency in LE Sector” from Institute of Appropriate Technology (IAT), BUET.
- Training program on Renewable Energy and its Application, (3-18 January 2010) organized by University of Dhaka and Bangladesh Solar Energy Society.
- ISWA-SWIS (International Solid Waste Association-Solid Waste Institute of Sustainability) winter school on Solid Waste Management, Landfill & Landfill Mining from University of Texas at Arlington, USA. 16-27 January, 2017.
- Post Graduate Diploma in International Relationship (PGDIR) from department of International Relationship, University of Dhaka. October 2013-April 2014.
- Received trainer certificate from University of Dhaka. Organized and conducted training on biogas technologies at Institute of Energy, University of Dhaka from 11 to 13 June 2015
- Cisco Certified Networking Associate (CCNA Exploration, Version 4) from American International University Bangladesh (AIUB). February 2008-January 2009.

Job Experience

1. Organization: Banglalink Digital Communications Limited

Designation: Project Manager (Program Management department under CEO's office)

Duration: May 2017- Present

Major Responsibilities:

- Project Management from scope creation to delivery
- To create and maintain the standards and the methods to support management and operations, through the development of processes and implementation of projects in line with the organizational goals and strategy.
- Improvement of existing processes, identifying risk and introduces control systems.
- Process reengineering and process risk
- Follow up on deliverables management
- Structuring of data for consumption
- Analysis of large data sets
- Challenging the data to ensure accuracy and consistency
- Remove or escalate roadblocks
- Ensure communication and timelines are maintained in a structured and consistent manner
- Prepare reports and recommendations
- Undertake business case analysis

Achievements:

- Manager of "Customer Care Department Outsourcing" project. It includes strategy development, vendor selection, coordinating with group head office, KPI selection, phase by phase commissioning, contract preparation and coordination between internal departments, district offices and external stakeholders.
- Manager of "Document Archiving" project. Purpose of this project is to archive all the hard copy and soft copy documents from all departments in a scientific way so that anything can be retrieved in need of company or auditors. It also includes development of appropriate process for real time document archiving which is being produced every day.
- Development of claim management process against any claim for not meeting any KPI's against service or good provided by vendor.
- Development of fuel payment process for diesel generators, portable generators & fleet across the country.
- Development of mono brand store site acquisition, construction and roll-out process. This will be followed by all newly constructed mono brand stores across the country and revamp of any old store.
- Development of "Contact centre operations in digital channels" process.
- Development of "Contact centre operations in traditional channels" process.

- Development of “Actions against customer complain in legal or regulatory bodies” process.
- Development of “Contact centre workforce management and logistic” process.

2. Organization Practical Action Bangladesh. An UK based multinational organization.

Designation: Senior Project Officer (Energy)

Duration: December 2011- May 2017

Major Responsibilities:

- Support in different projects that need energy work design and implementation.
- Monitoring and maintenance of previously completed projects.
- Identify different solutions for community and livelihood services.
- Preparation and analysis of business models.
- Identify partner organizations for implementation of the hardware works at field level.
- To help partner organizations for installation, business design and market expansion.
- To provide training for staffs of partner organization so that they can run their project independently.
- Coordination with in house research members and UK head office experts.
- Progress monitoring and project budget management.
- Preparation of project proposal maintaining internal and external compliances.
- To prepare and maintain project and organizational track records.
- Prepare and deliver presentations in different national and international forums.
- Organizing training and capacity building programs and facilitating them.
- Coordination with government stakeholders like IDCOL, SREDA, ministry, PNGO etc.
- Ensuring organizational presence in national and international events.

Achievements:

- Developed project proposals and business analysis for different donors and clients including World Bank, ADB, IDCOL, UNDP, GoB, UNICEF, ILO, IFAD etc.
- As a result of dynamism and good analytical ability, I was an active member of different committees including
 - Extended fund raising team
 - Procurement committee
 - Internal assessment committee
 - Country strategy business plan committee
 - Security committee
 - 50 years celebration
- As a project manager, implemented PPEO (Poor Peoples Energy Outlook) project in Bandarban, Barguna, Sunamganj & Panchagarh in collaboration of UK head office. The objective is to look at the choices currently being made in terms of top-down national energy

planning and connect them with Total Energy Access planning undertaken in and with real communities, based on what they want and goals need to achieve they set out for themselves.

- As a project manager, implemented the following urban climate change adaptation related projects.
 - “Study on primary waste collection systems in 15 neighborhoods within Dhaka North City Corporation”.
 - “Study on physical waste composition in Bhashantek slum”.
 - “Study on physical waste composition in Mirpur DOHS, Uttara Sector 4 and Shah Ali Bagh (Mirpur-1) within Dhaka North City Corporation”.
 - “Study on physical waste composition in Bauniabandh Tin-shed Colony, Mirpur”.
- As a project manager, implemented “Promoting Green Enterprise for the disadvantaged groups in the value chain of Agro Food Processing”, funded by ILO in Gaibandha, Gazipur, Faridpur & Jessore.
- Worked as a coordinator in the project titled “Research on PPP lead municipal solid waste to biogas”, funded by IDCOL in Bagerhat.
- Worked in “Smart Villages Initiative” project for collaboration with key stakeholders in developing countries to ensure that the initiative is firmly rooted in addressing real-world issues, and achieves effective uptake and impact.
- Completed one year long SCORE (Stove for Cooking Refrigeration and Electricity) stove project. Nottingham University, UK and BUET were the partners of this project.
- Designed, installed and commercialized nano solar grids in different districts of Bangladesh. First of this kind in Bangladesh.
- Installation, monitoring & evaluation of 2000 Improved Cook Stoves (ICS) in three districts.
- Under my leadership, organized many seminar, workshop, progress meetings and annual review meetings in different places with different stakeholders.
- Conducted training at “University of Dhaka”, “World Vision Bangladesh” on renewable energy and waste management.
- Successfully organized and participated in different national level fair and exhibitions.
- Traveled and worked in field level in more than thirty districts of Bangladesh.

3. Organization: Solar Intercontinental Limited (Solaric)

Designation: Quality Assurance Engineer

Duration: June 2011-November 2011

Achievements:

- Developed product testing and quality controlling methodology.
- Upgradation of data entry management for step by step product tracking.
- Upgradation of electronics production lines.
- Research on high power products and customization for local market.

4. Organization: Innovative Renewable Energy Systems Limited

Designation: Project Engineer

Duration: July 2009-June 2011

Achievements:

- Installation, research on thin film solar home system, first of this kind of work in Bangladesh.
- Development of inventory management system.
- Installation and monitoring office IT, LAN and Wi-Fi system.
- Participation in business negotiation, LC, C&F, transport and export-import related works.

Core Competencies

- Strong planning, problems solving and analytical ability
- Updated about power markets in Bangladesh
- Excellent interpersonal and leadership skill
- Fluency in English and Bangla communication
- Can work under pressure, self motivated and result oriented
- Knowledge on local regulations
- Proactive in taking actions to influence clients and business
- Strong ability to cope with changing environment
- Ability to work under strict time and target schedule

Other Achievements

- **Leadership in national and international forum:** Worked as a team leader of Bangladesh team in 8th International Olympiad on Astronomy and Astrophysics (IOAA) held in Suceava, Romania (August 2014) and in 9th IOAA held in Magelang, Indonesia (August 2015). Worked as Team Leader of Bangladesh team in 8th Asia-Pacific Astronomy Olympiad (APAO) held in Cox's Bazaar, November 2012. Also organized 11th APAO held at November 2015, Dhaka. Worked as head examiner of Astro-Olympiad for 6 years and executive member of Bangladesh Astronomical Association (BAA).
- **International Conference:** Successfully organized five international conferences as member of core organizing committee in collaboration of University of Dhaka. International Conference on Informatics, Electronics and Vision 2012, 2013, 2014, 2016, International Conference on Green Energy Technology 2014.
- **Academic Programs:** Organized departmental cultural, graduation programs and picnics. Also organized many tours, sports, level completion program etc. Organized a multimedia quiz competition, "SPARK" in BUET auditorium under Institute of Electrical & Electronics Engineer (IEEE) in Electrical Day, 2007. Worked as judge in Greenherald school science fair (13-3-2009).

Co Curricular Activities

- **Educational:** A translation work “Issac Newton Group of Telescope”, published to the journal of Bangladesh Astronomical Association Vol. 54, pp 87-89, 2008.
- **Project Show:** Worked in the project “Object discrimination by length using conveyor belt system” which is manifested in BUET inter university project show at 2008.
- **Social Service:** Worked six years as an executive member and volunteer of Bangladesh Astronomical Association (BAA).
- **Cultural & Sports:** I was a regular player of my department. Directed and performed different stage program in many occasions. Completed workshop on Aesthetics and Philosophy in Photography, organized by BUET photographic society.
- **Travelling:** Travelled every corner of Bangladesh to know nature and local peoples perspective

Computer Skills

- Microsoft Word, Outlook, Excel, Power point
- MS Project, MS Visio
- GIS and resource mapping, SPSS
- Audio/Video/Picture editing

Professional membership

- Life member of Institute of Engineers Bangladesh (IEB), membership no M31733.
- Life member of Bangladesh Solar Energy Society (BSES).
- Life member of Bangladesh Biogas Development Foundation (BBDF).

References

➤ **1. Uttam Kumar Saha**

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➤ **2. Dr. Quamrul Ahsan**

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