

MD MOSHAROF HOSSAN



Contact

Father's name: MD MOKSHED ALI

Mother's name: AMENA BEGUM

Address:

TARAF RAJA GHAT, RAJ FULBARIA,
SAVAR, DHAKA-1347

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Languages

ENGLISH- B1

BENGLAI – A1

HINDI - A2

Certifications

Cementing and its Challenges :

ONGC, INDIA

Languages: **IELTS: British Council ,**
BANGLADESH

REFERENCE

MD ABUL KALAM

Senior Manager, GAUSIA MOTORS

Contact No:- +8801711372830 (BD)

Dr. TRIPTI KHATANA

Head of Department, Applied

Science, Roorkee College of

Engineering

Contact No:- +917895956956 (INDIA)

Summary

Hard working professional with 2+ years of experience and a proven knowledge of contract management, quality assurance, HSE management, operation management, project management and vendor and customer communications. Aiming to leverage my skills to successfully fill the Management of Administration role at your company.

Skill Highlights

- Contract management
- Quality Controller
- Business Communication
- Project Management
- HSE Management
- Procurement Management

Experience

Manager - 08/2018 to Till date

GAUSIA MOTORS, DHAKA, BANGLADESH

- Provides responses to bids, proposals and contract negotiations. Prepares requests for proposals for distribution to vendors.
- Developing and implementing purchasing strategies.
- Ensures that contracts are executed in accordance with corporate guidelines. Monitors the performance of each signed contract.
- Managing daily purchasing activities, supervising staff, and allocating tasks.
- Ensuring that all procured items meet the required quality standards and specifications.
- Preparing cost estimates and managing budgets.
- Ensure the quality of the material which is used in the project.

Education

- **Masters of Business Administration (MBA): (Pursuing)**
JAHANGIRNAGAR UNIVERSITY, BANGLADESH
- **Bachelor of Technology: Petroleum Engineering**
1ST CLASS, 2018
UTTARAKHAND TECHNICAL UNIVERSITY, INIDA.
- **Higher Secondary Certificate (12TH): SCIENCE**
GPA-5 (out of GPA-5), 2013
DHAKA RESIDENTIAL MODEL COLLEGE, BANGLADESH.
- **Secondary School Certificate (10TH): SCIENCE**
GPA-5 (out of GPA-5), 2011
DHAKA RESIDENTIAL MODEL COLLEGE, BANGLADESH.