



# Abu Tanvir Khan

Assistant Engineer

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## PROFILE

Currently enrolled as an Assistant Engineer in the Global Sales Division at a well renowned organizations providing support in both national and international market. New forms of technique and approach inherited from the organization has integrated my work skills and knowledge immensely. This has allowed me the confident of seeking prosperity in diversification of the choice of field and will to provide service with maximum efficacy.

## WORK EXPERIENCE

### Energypac Engineering Ltd.

Feb 2019 – Ongoing

### Assistant Engineer, Global Sales Division, Energypac Engineering Ltd.

- Developing client relationship in both commercial and technical level.
  - Acting as a link between client and the company.
  - Identifying and assessing client's critical needs
  - Maintaining assigned budgets over expenditures.
  - Engagement with oversea clients for after sales service
  - Participating in International Tenders (ICB & NCB)
  - Attending Pre-bid meetings and raising queries about running tenders.
  - Supporting technical team with information with amendment and assist with updating tender document.
  - Maintain and provide logistics and freight charge information to provide to client.
  - Cross-checking with technical team and creating packing list information to be provided to client.
  - Networking with business partners and customers.
  - Keep track of marketing campaigns and its execution
  - Provide and assist overseas company office with necessary documents and information
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- Identifying potential scope of works in offered tender of Nepal Utility's **132kV Sunwal Substation Project** (US\$ 119,421), **132/33/11kV Tamghas Project** (US\$ 57,709), **Supply of Mineral oil Transformer and dry type**

## ACHIEVEMENTS

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**Transformer for Adani Electricity Mumbai Ltd. (US\$ 1,273,233)**

- Creating opportunities for competitive price offering
  - Maintaining liaison between end user, client and suppliers to attain the main objective of work scope.
  - Assurance of successful delivery of manufactured jobs to designated clients with Zero/minimal penalty charges.
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**Energypac Engineering Ltd.**

Oct 2017 – Jan 2018

**Marketing Intern**

- Assisting and supporting assistant Manager, Marketing in routine assignments
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## EDUCATION

**North South University - Bangladesh**

2018 – On going

**Master of Business Administration (MBA)**

- Major in Marketing
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**American International University – Bangladesh**

2013 – 2017

**BSc in Engineering**

- Major in Electrical and Electronics Engineering (**CGPA: 3.44**)
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**Maple Leaf International School**

Jan 2013

**Advanced Level**

- 4 out of 5
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**Maple Leaf International School**

Jan 2011

**Ordinary Level**

- 5 out of 5
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## SKILLS

**License and Certifications**

**Coursera**

- Supply Chain Logistics
- Marketing Analytics

**HubSpot Academy**

- Inbound Marketing
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**Academic Awards**

**Dr. Anwarul Abedin Leadership Award - 2017**

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### Extra-Curricular & Membership

### Chairperson, IEEE AIUB STUDENT BRANCH -2017

- In charge of a Student Branch of an organization recognized internationally mainly hosting field events for members of the organization.

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## REFERENCES

### Golam Towhid

Senior Engineer, Global Sales Division

Energypac Engineering Ltd.

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### Ishtiaque Ahmed Chowdhury

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