

Curriculum Vitae Of Md. Atikur Rahaman.

Contact:

Md. Atikur Rahaman

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CAREER OBJECTIVES

I would like to have an opportunity to be employed in that position where I can implement my educational skills or I will be able to utilize my educational background which would help to maximize the output of the organization and thus to build up myself as dynamic, energetic, ambitious and good oriented through work. I am self-motivated, Organized, devoted to duty, innovative, work under challenging, stressed conditions and able to work both independently and as collaborative team member.

EDUCATIONAL QUALIFICATION

B.sc in Electrical & Electronics Engineering(EEE)

- University of Information Technology & Sciences.
- Year of Passing : 2014.
- CGPA : 3.12(out of 4).

Higher Secondary School Certificate (HSC)

- Idea College, Dhaka.
- Year of Passing : 2008.
- CGPA : 4.10(out of 5).
- Board : Dhaka.
- Group : Science.

Secondary School Certificate (SSC)

- Doail High School.
- Year of Passing : 2006.
- CGPA : 4.63(out of 5).
- Board : Dhaka.
- Group : Science.

TRAINING RECORD

- **Dhaka Electric Supply Company Ltd.(DESCO):**

Topic Name: training & Development Division, Commercial Operation, System Operation, Grid & System Protection (Operation & Maintenance), Planning & Design activities of DESCO.

WORKING EXPERIENCE

1. Executive (May 13,2015 - Continuing)

Company Name: Apex Holdings Limited
Department Name: : Procurement & Purchase
Experience : Over Two Years

2. Assistant Engineer : (July 05,2014 – September 08,2014)

Company Name : Jamuna Electronics & Automobiles
Department Name : Injection Mold
Experience : Two Months.

JOB RESPONSIBILITIES

- ❖ Prepare annual procurement plan
- ❖ Attend the procurement meetings
- ❖ Enlistment of the potential vendors.
- ❖ Collecting regular market information and analyze market trend for availing best market opportunity
- ❖ Collect quotation from the potential vendors.
- ❖ Prepare comparative statement and recommend for the responsive offer(s).
- ❖ Take procurement related approval as per Table of Authority.
- ❖ Prepare and issue Purchase order to the successful clients.
- ❖ Manage contract for smooth delivery of the required goods.
- ❖ Proceed payment after successful delivery of the ordered goods.
- ❖ Keep all purchase document both hard copy and soft copy properly.
- ❖ Any other jobs assigned by the supervisor

COMPUTER LITERACY

- | | |
|---|---|
| ❖ Office Application | Office Automation (MS Word, Excel, Access, PowerPoint), Basic Computer. |
| ❖ Research Methods and Statistical Analysis | Oracle,SPSS,Excel. |
| ❖ Geographic Information System | Google Earth (Geo-referencing), ArcView, ArcGIS, GPS. |
| ❖ Internet | Browsing, Communication. |
| ❖ Typing Speed | Very good typing speed in English |

LANGUAGE PROFICIENCY

#	Language	Writing				Speaking			
		Average	Good	Very Good	Excellent	Average	Good	Very Good	Excellent
1.	Bengali				✓				✓
2.	English			✓				✓	

PERSONAL INFORMATION

Name : Md. Atikur Rahaman.
Father's Name : Sultan Ahamed.
Mother's Name : Ambia Khanam.
Date of Birth : 24th July 1991.
Sex : Male.
Marital Status : Married.
Religion : Islam.
Nationality : Bangladeshi.
Permanent Address : Vill : Krisnapur, Post : Garaduba, P.S : Sarishabari,
District : Jamalpur.

REFERENCES

- ❖ Mohammad Jahangir Alam.
Assistant Professor.
Dept. Of Finance.
Govt. Titumir College, Dhaka
Contact : +8801937-648256

DECLARATION:

I, the undersigned, hereby declare that above information are true and correct to the best of my knowledge.

Yours Sincerely,

A. Rahaman

Md. Atikur Rahaman