

Curriculum Vitae

Ehteshamul Hoque

6/3, Ali & Noor Real Estate, Mohammadpur. Dhaka-1207
Bangladesh.

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▪ **Objective:**

To work in an environment where there is an opportunity of self-assessment and self-improvement in both individual and group-based work that will ultimately lead to the further development of the common people and me.

▪ **Career Summary:**

With an extensive academic background in technical sector, my intention is to use my academic knowledge for the betterment of the organization with dedication, integrity, strict discipline and hard work.

▪ **Experience:**

Duration : February 2020 to till now.
Company Name : **d.zignscape Professionals Ltd.**
Address : Road: 1, House: 193/A, Mohakhali DOHS, Dhaka-1206.
Designation : Manager (Tender and International Business)
Responsibilities :

- ✓ Tender/EOI Notice Follow Up.
- ✓ Document Study (Tender/ToR).
- ✓ Principle profile checking and its suitable for tender/EOI.
- ✓ Offer preparing and submission.
- ✓ Keep contact with clients in local.
- ✓ All kinds of communication with the client in verbal & written for execution of contract or supply related issues.
- ✓ Generate new IDEA to explore the market.

Duration : March 2019 to January 2020.
Company Name : **Mazumder Enterprise**
Address : 42/43, Robin Tower (5th Floor), Purana Paltan, Dhaka-1000.
Designation : Deputy General Manager (Business Development).
Responsibilities :

- ✓ Bid Preparation and Bid Submission.
- ✓ Tender/EOI Notice Follow Up.
- ✓ Document Study (Tender/ToR).
- ✓ Principle profile checking and its suitable for tender/EOI.
- ✓ Offer preparing and submission.
- ✓ Keep contact with clients in local.
- ✓ All kinds of communication with the client in verbal & written for execution of contract or supply related issues.

▪ **Achievements:**

▪ **65 MW Floating Solar Park:**

I have run one **Floating Solar** project with this company. And this idea was generating by me. I was the successful man who have established this type of collaboration with foreign party. Now land acquisition process is on going.

Duration : December 2016 to February 2019.
 Company Name : **Dongfang Electric International Corporation**
 Address : House:20; Road:12; Baridhara, Dhaka, Bangladesh
 Designation : Business Assistance
 Responsibilities :

- ✓ Assessing of files following client meetings.
- ✓ Liaise with Advisers, Administrators and Managers.
- ✓ Report Writing, preparation of suitability letters.
- ✓ General administration - i.e. dealing with the Letters of Authority and collating information.
- ✓ Dealing with client queries raised by either client or insurer/Adviser.
- ✓ Attending BPDB, PGCB, EGCB, BREB, DPDC, DESCO's tender for new projects
- ✓ In power sector communicating with local agent, JV partner and Sub contractor.
- ✓ Visit different site and writing report based on power plant condition and sub-station condition.
- ✓ Handling tender document and tender preparation.
- ✓ Prepare the event- i.e. contract signing ceremony, delegator reception, event planning, etc.

▪ **Achievements:**

▪ **Saidpur 150 MW HSD Power Plant Under BPDB:**

In this project I have done the site visit report and manage the technical part (i.e. dealing with the different vendors and subcontractors) from preparation to bid submission. Over and above I fixed the final price from my calculation. Finally, we have been awarded this project. It will start on next year first quarter. Already we have signed the NOA with Bangladesh Power Development Board.

▪ **Educational Background:**

- **Bachelor of Science (B.Sc in EEE)** **2016**
 Bangladesh University of Business and Technology, Dhaka, Bangladesh.
 Major: Power
 CGPA: 3.76 out of 4.00.
- **Higher Secondary Certificate (Science)** **2011**
 Birshreshtho Munshi Abdur Rouf Rifles College, Pilkhana, Dhaka. Bangladesh.
 CGPA: 4.00 out of 5.00.
 Board: Dhaka.
- **Secondary School Certificate (Science)** **2009**
 Mohammadpur Govt. High School, Dhaka. Bangladesh.
 CGPA: 5.00 out of 5.00.
 Board: Dhaka.

▪ **Training Program:**

Training Title : Skill Employment for Investment Program (SEIP)
Topic : IT Support & Technical
Institute : BITM
Year : 2016
Duration : 3 Months

Topic : Indenting Business, Tender, L/C & Customs Procedures
Institute : Bangladesh Indenting Agents Association
Year : 2019
Duration : 16 Hours.

▪ **Extra Curriculum Activities:**

Writing poem, Playing Cards, Watching Movie, Reciting Poem, Ex. Cadet Sargent (Bangladesh National Cadet Corps).

▪ **Language Proficiency:**

Particularly good communication skill considering speaking, writing and reading abilities in both English and Bengali.

▪ **Special Competency:**

MATLAB, Basic C Programming, P-Spice8.0, Proteous, Microsoft application packages, Adobe Photoshop, Microsoft Office Picture manager, Good knowledge on Browsing, Search & E-mail etc.

▪ **Report Activity:**

“A report on use of electricity in economic development on Bangladesh.”

Supervised by
Mir Mokaddesh Ali
Assistant Professor
Dept. of Management
Rajshahi University

▪ **Undergraduate Project:**

“Arithmetic Logic Unit (ALU)”

Supervised by
Ruhul Amin
Assistant Professor of BUBT
Department of EEE
Doing PhD at Macquarie University (Australia)

▪ **Undergraduate Thesis:**

“System Level Simulation by Using COMP”

Supervised by
Abdullah Bin Shams
Assistant Professor of BUBT

Department of EEE
Doing PhD at Karlsruhe Institute of Technology (Germany)

▪ **Why I want to work with you:**

Sir, it is my dream to work such a renowned company like yours. There is a lot of opportunities where I can apply my knowledge and skills for both the betterment of the company as well as mine.

▪ **Personal Details:**

Name	: Ehteshamul Hoque	
Father's Name	: Md.Salah Uddin (Former Businessman)	
Mother's Name	: Late Jahanara Yeasmin	
Date of Birth	: 1 January, 1994	
Nationality	: Bangladeshi	
Permanent Address	: Vill: Shidul Kura	PO: Goshairhat
	PS: Damudya	Dis: Shariatpur
Nationality	: Bangladeshi	
Sex	: Male	
Religion	: Islam (Sunni)	
Marital Status	: Married	

▪ **Reference:**

1) Md. Muntashir Mamun

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d.zignscape Consultants Ltd
E-mail: muntashir@dzignscape.net
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2) Md. Akhteruzzaman

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Sincerely Yours



EhteshamulHoque