



CAPT (RETD) MD RAIHAN UDDIN, EME

House#37, Ward#7, Village:Gozaria,P/O:Sekergaon,Manohordi,Narsingdi |
+8801312848756 | mdraihanuddin.shahin@gmail.com

OBJECTIVE

1. Result oriented security professional with 5 years 8 months of experience in Security Risk Management, Security Operations and Safety, Security Training and Awareness building. Also skilled in Administration, Emergency and Crisis Management, Camp Management and Electrical Engineering.
2. To pursue the challenges in the career of a dynamic, well known and well reputed company or organization to explore my technical knowledge, excellent communication skill, administrative skill with heartiest sincerity and integrity.

EXPERIENCE

Security Link Limited (01st November, 2020- 17th February, 2021)

Assistant General Manager (Operation)

- Conduct regular visit to the client and get feedback/advice/suggestion about security.
- To train and develop the security awareness among Security Personnel.
- Conduct monthly visit to the zonal post/office.
- Keep regular communication with the Supervisors and Area In charges.
- Responding to any emergency situations and provide solutions.
- Conduct full security arrangement for any event of client.
- Need to provide excellent client service and gives precise information to the client, ensuring client satisfaction.
- Maintaining liaison with Corporate Offices, Banks, NGOs, Multinational Companies, Hospitals, Clinics, Schools, Colleges or Privet University etc. for find out the new Business opportunities to increase the number of post/clients.
- Should be knowledgeable to use online marketing system.
- Any other task assigned by the Management time to time.

Bangladesh Army (1st January, 2018 to 10th September, 2020):

1. Officer Commanding (acting), 149 Field Workshop Company

- Executed allocation of duties & accountability, discipline, account, administration, planning of training, supervision and evaluation of military troops.
- Executed workshop activities includes repair of vehicles, demanding and collecting various Electrical & Mechanical parts and recovery of accidents.

2. Admin Officer, 149 Field Workshop Company

- Performed duty as Adjutant and Quarter Master which includes ensuring discipline of under commands, security of the unit premises, demanding ration and POL, conducting training activities, planning training programme, demanding salary and clothing items, security and safety of under commands, arranging programme, reporting and giving feedback to divisional HQ, keeping coordination with other officers and units.
- Performed duty as Camp Commander in Rohingya Camp incudes safety and security of the camp, risk management, distribution of rations and clothing, coordination with multinational organization, reporting to divisional HQ.
- Responsible for the implementation of the Management Strategy in close collaboration with the senior management officers to achieve short-term, medium-term, and long-term goals.
- Evaluate and improve the functionality of current systems used by Bangladesh Army Programmes (e.g. Site Management, Infrastructure, Shelter, Protection, Livelihoods and Cash) by identifying gaps and opportunities to support evidence-based programming, decision making.
- Provide technical support on planning, design and monitoring of data collection activities.
- Provide contributions to proposals, progress reports and data dissemination products where required.
- Implementation of project in accordance with Bangladesh Army policies, regulations, and accountability as well as in line with agreed log frames/indicators, budgets, procurement plans, and work plans.
- Monitoring allocated budget, activities and expenses and, as needed, taking action plans with prior permission and guideline of Divisional HQ.

- According to the instruction and guidance of Division HQ, ensure technical guidance and SOPs are maintained and ensure protection activities meet technical standards.
- Request and follow-up to ensure that required resources are allocated from relevant departments, such as Logistics, Finance-Administration, Mechanical and Electrical Support, Military Police Support, Civil Engineering Support to permit efficient and effective implementation of project.
- With the Information Management staff, where relevant, ensure that ethical and sound data collection and information management systems are in place for appropriate analysis, planning, evaluation and timely reporting.
- Provide direction and monitor staff in their implementation of the work plan, share relevant information and direction to improve quality of the activities and achieve within timelines.
- Conduct needs assessment to ensure appropriate response design, identifying risks (threats, vulnerabilities, capacities) and taking precautionary steps with prior permission of Division HQ.
- Assess security & protection risks and identify needs/problems/gaps and propose timely practical actions to respond to particular security & protection risks or problems.

3. Officer Cadet, Bangladesh Military Academy

- Performed basic military training including leadership, command and control, tactics, administrative management and accountability, risk management, discipline, logistics management, custom and etiquettes, weapon training.
- Appointed as Lance Corporal and Sergeant during my training period for conducting physical training, leadership, discipline training to newly joined officer cadet.

EXTRA-CURRICULAR ACTIVITIES

1. Became Champion in inter unit football competition 2019 in Ramu Cantonment and I was the Captain.
2. Awarded best Sudoku player in inter college Science Fair for 3 times.

TRAINING & OTHER CERTIFICATE

1. International Organization Management from University of Geneva(14/11/2020) (Online course with certificate)
2. Logistics at UNICEF & Procurement at UNICEF (29/10/2020) (Online based UN course with certificate)
3. Children & Climate Change (27/10/2020) (Online based UN course with certificate)
4. Programme Guidance for the Second Decade: Programming with and for Adolescents (27/10/2020) (Online based UN course with certificate)
5. Prevention of Sexual Exploitation and Abuse by UN personnel: Managers and Commanders (28/05/2020) (Online based UN course with certificate)
6. Preventing Fraud and Corruption at the UN (28/05/2020) (Online based UN course with certificate)
7. Preparing and Reporting to Active Shooter incidents (28/05/2020) (Online based UN course with certificate)
8. Digital Security and Human Rights (06/04/2020)(Online based UN course with certificate)
9. Officers Weapon Course (OWC) in 2020 from School of Infantry & Tactics (Result: 37th).
10. Officers Basic Course (OBC) in 2019 from Electrical & Mechanical Engineer School (Result: 3rd).

EDUCATION

1. B.Sc in Electrical Electronic & Communication Engineering in 2018 from Military Institute of Science & Technology (Result: CGPA-3.87).
2. Higher Secondary Certificate (HSC) in Science from Dhaka Residential Model College in 2014 (Result: GPA-5.00).
3. Secondary School Certificate (SSC) in Science from Dhaka Residential Model College in 2012 (Result: GPA-5.00).

LANGUAGE PROFICIENCY

Good written and verbal communication skill both in Bangla and English.

REFERENCES

1. Maj Md Shah Abubin Adam, Special Security Force (SSF), Bangladesh Army.
Email: adam_eme@yahoo.com phone: 01742259149
2. CaptMaruf Hasan, Workshop Officer, 159 Field Workshop Company, Bangladesh Army
Email: maruf.rabbi@gmail.com Phone: 01749126575
3. CaptMdFerdous Hossain, AMC, Bangladesh Army.
Email: ferdous1523@gmail.com Phone: 01681873023

DECLARATIONS

I declare that the information contained here is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action including dismissal.