

## Resume

### Nafis Saleheen

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#### Career Objective:

Result driven individual having proficient technical know-how and sales expertise within the Electric Utilities. Eager to develop my communication skills, people and project management, customer relationship and networking while contributing to the growth of an organization.

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#### Employment History:

**Total Year of Experience: 4.0 Year(s)+**

##### **Forter Electric Co., Ltd.**

***Local Representative of Hexing Electric Co., Ltd (China)***

**Assistant Manager (April 06, 2020 – June 18, 2020)**

Department: Marketing & Sales (Government Utilities)

Regional Office: Kawran Bazar, Dhaka.

Location: Hangzhou, China

##### **Duties/ Responsibilities:**

- Preparation & Submission of International/ Local Tender/ e-GP/ RFQ/ RFP/ Offer/ Quotation for Major Power Utilities in Bangladesh. Control the tender submission process for formatting, completeness and compliance.
- Follow up/ Maintain data on upcoming & submitted tenders and update organizational CRM software and keep backup of all documents.
- Prepare all kind of Agreements, contracts, applications and act as main link between Utilities/ KAMs and HQ.
- Maintain Liaison with Government departments to collect information and clarify bid conditions.
- Collect quotations from vendors, suppliers, subcontractors and facilitate in cost and price calculations.
- Collaboration with organization's partners, prepare market insight reports and study competitors strategy, weakness and loopholes to gain competitive advantage in tenders.

##### **Summit Power Limited**

**Assistant Deputy Manager (Technical) (February 1, 2018 – March 30, 2020)**

Department: Operation & Maintenance

Location: Kawran Bazar, Dhaka

##### **Duties/Responsibilities:**

- Safe operation of all mechanical and electrical equipment of the plant and control equipment parameters following prudent operating practice.
- Take decisive action for any change in operating conditions/ parameters.
- Prepare and normalize equipment for planned or forced maintenance ensuring all precautions and safety practices.
- Assist Shift in charge in the performance of diagnostic works on electro-mechanical faults and plant outages; recommend modification and improvement on plant equipment as appropriate.
- Prepare daily, monthly, quarterly and yearly reports in compliance with regulatory standards and effectively analyze areas for improvement and improve overall efficiency of the plant.

##### **BASE Technologies Ltd.**

**Officer (July 12, 2016 – January 31, 2018)**

Department: Business Development

Location: Gulshan Avenue, Dhaka, Bangladesh

##### **Duties/Responsibilities:**

- Prepare BoQ/ tender documents for participating in various government tenders.
- Maintain proper liaison with Government Officials and Project Directors and identify key decision makers to acquire new business contracts.

- Understand tender requirement and work closely with solution and supply chain team to develop appropriate power solution with competitive pricing.
- Conduct market research activities to identify the target market & sales channel for potential new business in the corporate sector.

## **Energypac Engineering Ltd.**

### **Industrial Trainee (Internship) (August 7, 2015 - November 7, 2015)**

Department: Manufacturing/ Assembly

Company Location: Baruipara, Savar, Dhaka, Bangladesh

#### **Duties/Responsibilities:**

- Create weekly reports for training received on designing, testing & manufacturing of Transformers, CRTs, and Low Voltage CT/ PT.
- Assist technicians and engineers on the assembly and testing of Switchgears and Circuit Breakers.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result/ Grades	Passing Year	Duration (Years)
Bachelors of Science	Electrical & Electronic Engineering	North South University	3.03/4	2015	4
A Levels	Science	Maple Leaf International School	1A, 2Bs	2011	2
O Levels	Science	LOREETO International School	5A, 3Bs	2009	2

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Public Procurement Rules	Government tendering and procuring methods	CPTU	Bangladesh	BASE Technologies Ltd. Head Office	2017	2 days

### **Extra-Curricular Activities:**

- Executive member of **NSU Sports Club** and **NSU Earth Club** and represented NSU in several **inter university cricket** tournaments.
- Engaged on various **outsourcing, researching** and **copywriting tasks for IT companies** on a contractual basis.
- Involved with reputed **social organizations and NGOs** such as **JAAGO, Uttaran & SLOPB** as a social activist.

### **Core Skills:**

- ▶ Plant Operations
- ▶ Customer Relationship
- ▶ Market Insight & Research
- ▶ Facility Maintenance & Troubleshooting
- ▶ Business Communication
- ▶ Vendor Management
- ▶ Tender Processing
- ▶ Team Management
- ▶ Reporting/ Organization

### **Personal Information:**

Date of Birth : July 2, 1993  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Hobbies/ Interests : Reading, Research, Writing, Travelling, Bike Riding.

### **Reference (s):**

<b><u>Reference: 01</u></b>		<b><u>Reference: 02</u></b>	
Name	: Nafiz Imteaz	Md. Asif Hasan	
Organization	: Hexing Electrical Co., Ltd.	Express Systems Ltd. (ESL)	
Designation	: Assistant General Manager, Marketing & Sales	General Manager, Sales	
Mobile	: +8801971447668	+8801730372942	
E-Mail	: nafiz@hxgroup.co	asif.hasan84@yahoo.com	
Relation	: Professional	Professional	