



Md. Asif Raihan Rony

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Address : Akfah House, Road # 4, Lake Valley R/A, Khulshi, Chattogram.

Career Objective

My ambition is to get a prospective job in any reputed & progressive organization, where I can make the best use of the knowledge & learning. I am looking forward to work in a challenging environment, where I will get all the opportunities to implement all the learning & knowledge I possess & get a chance to learn & acquire new skills. I want to use my skills in the best possible way for achieving the organization's goals.

Work Experience

Dynamic Resources (A Third Party of Robi Axiata Limited)

November 01,2020 — Continuing

Project Coordinator

Duties/Responsibilities:

1. Approves incoming materials by confirming specifications, conducting visual and measurement tests, rejecting and returning unacceptable materials.
2. Receiving shipments of new materials.
3. Sharing relevant documentation and reports with project teams.
4. Assists in preparation and implementation of Project Execution Plan.
5. Monitors work in progress and prepares weekly report of the status of each assignment.
6. Ensuring resources and equipment are always available.
7. Coordinate's materials and assists in the logistics.
8. Provide full support as required by the Management.
9. Removal of Wastage Items from Warehouse Periodically.
10. To ensure properly issuance of products to the distributors by type, by quantity etc.
11. To ensure issuance of product managing in FIFO procedure.
12. Keep tracking with Warehouse Module by SAP.

Taurus International Limited (A Third-Party of Robi Axiata Limited)

July 01,2019 — 31st October,2020

Project Coordinator

Duties/Responsibilities:

1. Approves incoming materials by confirming specifications, conducting visual and measurement tests, rejecting and returning unacceptable materials.
2. Sharing relevant documentation and reports with project teams.
3. Assists in preparation and implementation of Project Execution Plan.
4. Monitors work in progress and prepares weekly report of the status of each assignment.
5. Ensuring resources and equipment are always available.
6. Provide full support as required by the Management.

Taurus International Limited (A Third-Party of Robi Axiata Limited)

January 14,2018 — June 30,2019

Project Engineer

Duties/Responsibilities:

1. Approves incoming materials by confirming specifications, conducting visual and measurement tests, rejecting and returning unacceptable materials.
2. Monitors work in progress and prepares weekly report of the status of each assignment.
3. Provide full support as required by the Management.

Education

MBA in Human Resource Management (HRM)

2016 — 2018

University of Chittagong

CGPA- 3.37 (out of 4.00)

Achievement: 1st Class

B.Sc. in Electrical & Electronic Engineering (EEE)

2010 — 2014

University of Science and Technology Chittagong (USTC)

CGPA - 3.19 (out of 4.00)

Achievement: 1st Class

Higher Secondary Certificate (HSC)

2009

Chittagong Urea Fertilizer School and College

GPA - 4.10 (out of 5.00)

Group: Science

Secondary School Certificate (SSC)

2007

Chittagong Urea Fertilizer School and College

GPA - 4.56 (out of 5.00)

Group: Science

Qualifications

- 1.High efficiency in communicating and presentation skill in both English and Bengali.
- 2.Adequate interpersonal skills to motivate and control a team.
- 3.Ability to work solely and as a part of a team.

Informatics Skills

- 1.Microsoft office
- 2.Internet Browsing
- 3.Phone and E-mail Communication

Interests

Learning new technologies.
Browsing Internet for updating knowledge's.

Personal Details

Full Name : Md. Asif Raihan Rony
Father's Name : Md. Raquib Uddin
Profession: Govt. Service.
Mother's Name : Mrs. Aleya Parvin.
Profession: House wife.
Home Address : C/O: Md. Raquib Uddin
Village: Soroydanga, Thana: Kotwali
P/O: Hashimpur, District: Jashore, Bangladesh.
Date of Birth : 21st October 1991
Nationality : Bangladeshi by birth
Religion : Islam
Sex : Male
Marital Status : Married
Personal Interest : Learning & Cricket
Strength : Innovative, Honest & Dedicated to work

References

- 1. Mr. Shanewaz Mahmood Sohel
Chairman,
Department of Human Resource Management
University of Chittagong
Cell: +8801711306208
E-mail: sohel_cumgt@yahoo.com
- 2. Md. Jiauddin Faisal
Manager,
Radio Operational Planning,
Technology Division,
Robi Axiata Limited
Cell: +8801833180580
E-mail: jiauddin.faisal@robi.com.bd

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Signature

(Md. Asif Raihan Rony)