

## MALIHA TABASSUM

Bachelor of Science (B.Sc.) in  
Electronics and Telecommunication Engineering,  
Rajshahi University of Engineering and Technology (RUET)

**E-mail** : sakimalihatabassum056@gmail.com

**Contact No** : +8801701063249

**Address** : KHA-21, South Badda, Badda, Dhaka-1212.



## Professional Goals

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Eager to leverage on my technical knowledge and leadership in various extra-curricular activities to face new challenges through commitment and diligence by working with teams that encourages creativity and personal initiative.

Organized and motivated employee able to apply time management and organizational skills in various environments. Seeking to join a corporate workplace as a technical and project management official to help ensure good internal communications and budget management. Combination of technology, innovation & management-type jobs attract me most. I have also delved in a variety of community experiences, voluntary works, leadership and team management experiences. I have not only been actively involved but led in critical roles in a number of successfully arranged community campaigns and functions.

## Professional Experience

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### 1. Sr. Deputy Asst. Director, (March 2019 – Present)

**Department:** Project Management, Cellular Phone R&D (Process Eng.)

**WALTON Digi-Tech Industries Limited**, Headquarters, Gazipur, Bangladesh

- Project requirement analysis, labeling, prepare product planning, customization and confirmation.
- Making Project Plan and coordinating related resources.
- Customize overall software customization and coordinate with SW QC & supplier.
- Coordinating and confirming overall hardware testing, analysis, problem solving issues.
- Co-ordinate with Product sourcing, SMT Process & different company vendors.
- BOM materials arrange and SOP collect according BOM and Jig list.
- Inventory and Material management. Ensuring materials receive in inventory.
- Ensuring Quality Check, project Inspection, mass production and shipment monitoring.
- To organize and lead project kick-off meeting, communicate and transfer project information and customer requirements.
- To analyze and implement the plan, solve the abnormal issue, ensure the project completed on time, in quantity and quality.
- To summarize the result of project, make the experience document and share each other.
- Making project standard documents, tracking shipment and confirming project closure.
- Follow up all inspection FOC file and doing necessary supplier negotiations.
- Arrange IQC FOC according to supplier agreements, arrange sample for supplier analysis and keep track for feedback

## Education & Qualifications

Degree Obtained	University/ Institution	Board	Major/Group	Graduation Year	CGPA/ GPA
Bachelor of Science (B.Sc.) in Engineering	Rajshahi University of Engineering & Technology	N/A	Electronics & Telecommunication Engineering	2018	3.38 (out of 4)
Higher Secondary Certificate (HSC)	Holy Cross College	Dhaka	Science	2013	5.00 (out of 5)
Secondary School Certificate (SSC)	Badda Alatunnesa Higher Secondary School	Dhaka	Science	2011	5.00 (out of 5)

### Training Program:

Course Name	Topics	Duration	Institute	Year
Cisco Certified Network Associate(CCNA)	Network fundamentals, Routing protocols and concept, LAN switching and wireless, Accessing the WAN.	8 Months	RUET	2017

### Workshop:

Name	Topics	Duration	Institute	Year
Workshop on MATLAB/SIMULATION & PLC	Simulation of MATLAB and PLC (Programmable Logic Controller)	1 day	IEEE RUET IAS Student Branch	2016
Workshop on Electronics	Electronics Circuit Design & Fabrication	2 days	Electronics Society of RUET (ESR)	2017
Workshop on International Girls in ICT day	Girls' awareness about ICT career	2 days	BdOSN	2017

## Core Courses

Analog Electronics, Digital Electronics, Industrial Electronics, Optoelectronics, Solid State Devices, Op-Amps and ICs, VLSI Design, C Programming, Microprocessor and Interfacing, Electrical Circuits, Engineering Graphics, Electrical Network Analysis and Synthesis, Electrical Machines, Control System, Data Structure and Algorithm, Data Communication and Computer Networks, Signals and Systems, Numerical Methods in Engineering, EM Field and Waves, Microwave Engineering, Wireless Communication, Telecommunication Engineering, Spread Spectrum and CDMA, Fiber Optic Communication, Satellite Communication and Radar, Radio and TV Engineering, Digital Communication, Communication Theory, Antenna and Wave Propagation, Digital Signal and Image Processing.

## Undergraduate Thesis & Project

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**Thesis Title:** “Adaptive Brain Tumor Detection Approach Using Two Different Segmentation Algorithms”

**Project Title:**

1. “Design and Implementation of a RFID based attendance system”.
2. “Experimental implementation of a FM receiver”,
3. “Design and implementation of a heart beat sensor and body temperature measurement device”.

## Personal Details

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Name : Maliha Tabassum  
Father’s Name : Shafiqul Alam Shah  
Mother’s Name : Shamim Ara Begum  
Date of Birth : September 21, 1995  
Religion : Islam

## Skills

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**Programming Language** : Basic C, MATLAB, Assembly Language  
**Computer** : Operating System, Firefox, Microsoft Word, Microsoft Excel, Microsoft Power Point  
**Software** : Packet Tracer, PSPICE, Proteus, MATLAB, HFSS, Microwind, Photoshop  
**Communication** : Fluent presentation and communication skill  
**Language Skill :** Bengali : Mother Tongue. Skilled in presentation and formal Anchoring  
English : Skilled in debating and presentation. Good command over Conversation & Writing

## Community Activities

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- Anchor - Farewell and Fresher’s Reception 2017, Dept. of ETE – December 2017
- Senior Executive Member, RUET Debating Club – (2014 – 2018)
- Member, RUET English Club.
- Organized community programs and university clubs.
- Instructor, Numerical Engineering at How House of wisdom- YouTube Channel.

## Awards and Recognition

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- Received General Scholarship in Class Eight.
- Received Technical scholarship (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year) based on academic result at RUET.

## References

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Tajruba Dilshad  
Associate Director, Capital Market,  
Standard Chartered Bank  
Mobile: +88 01971 481923  
E-mail : tajruba.dilshad@sc.com

Subarto Kumar Ghosh  
Assistant professor, Department of EEE,  
Rajshahi University of Engineering & Technology  
Mobile: +88 01729 509066  
E-mail : subartoeee07@gmail.com