

## Mailing Address

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## **MD. MIZANUR RAHMAN**

Graduate in Electrical Engineering  
proficient in Designing, Power system and  
Hydro-graphic survey.



### **CAREER OBJECTIVE**

I want to establish a path of career growth as an “Assistant - Warehouse” to help organizations maximize productivity, profitability & quality by focusing economy and safety where in addition to my two years of professional experience, The entire personal management, Meeting project target & Enrichment diversified job responsibilities will be invaluable. I am an effective communicator with the ability to provide leadership in teams.

### **PROFESSIONAL EXPERIENCE**

#### **AutoCAD Drafter (Construction) Sep 2019 – Sep 2020**

Hyundai Engineering & Construction Co., Ltd.  
Head Office: Seoul, South Korea.

Project: Matarbari 1200MW USC Coal Fired Power Project, Cox’s Bazar.

- Preparing and maintaining CAD drawing from sketches, maps, reports, verbal instructions of surveys for work performed.
- Supporting the project team in the design process to estimate cost limits, quality, safety and budgets for new design.
- Checking day to day log sheet, writing report and supervise the defined work area and staff.
- Attend meeting with designer and survey manager to discuss design ideas.

#### **Executive Engineer (Service) Sep 2018 – Aug 2019**

Minister Hi-tech Park Ltd., Gazipur, Dhaka.

- Supervising the work of the technicians listed by Minister Hi-tech Park Ltd. and submitted bills through verification’s.
- Occasionally visit divisional service centers and arranged standard service to solve all customer problems & to develop a balanced dealer network.
- Attend meetings to rectify the faults to regarding quality assurance and take necessary steps to make correction.
- Any task given by management had to perform carefully.

### **ACADEMIC QUALIFICATION**

#### **B.Sc. in Engineering Jan 2015 – Dec 2018**

Daffodil International University (DIU), Dhaka.  
Major of Electrical & Electronic Engineering (EEE)  
Grade achieved: CGPA 3.91 scale of 4.00

#### **Diploma in Engineering Oct 2009 – Feb 2014**

Mymensingh Polytechnic Institute, Mymensingh.  
Major of Electro-Medical Technology (EMT)  
Grade achieved: CGPA 3.86 scale of 4.00

### **REASERCH EXPERIENCE**

Thesis on “Electricity Generation Cost Calculation of Power System”.  
Supervised By: Dr. A.K.M Alamgir, Associate Professor,  
Dept. of Electrical & Electronic Engineering, DIU.

## TRAINING SUMMARY

### Industrial Attachment

Oct 2012 – Jan 2013

Successfully completed training on “Medical Equipment Maintenance”.  
National Electro-Medical Equipment Maintenance Workshop & Training  
Center (NEMEMW & TC)  
Mohakhali, Dhaka – 1212.

### Computer Training Program

May 2017 – Aug 2017

Successfully completed training on “Microsoft Office Application”.  
Abul Kalam Mondol Computer Training Center  
Trishal, Mymensingh – 2223.

## SKILLS

### Language Proficiency:

- Bengali: Mother Tongue.
- English: Professional Working Proficiency.

### Computer & Technical Skill:

- Software: Installation, Debugging, Operating.
  - CAD Software: AutoCAD, Proteus, Visio, OrCAD.
  - MS Office : Word, Excel, PowerPoint.
  - Spreadsheet : Microsoft Excel, Google Drive.
  - Simulation : MATLAB, PSpice.
- Hardware: Maintenance, Printers, Troubleshooting.
- Email: Mail merge, filters, folders.
- Network: Servers, Tech Support, LAN/WAN Technology.
- Security: Virus Protection, Disaster Recovery, Backup.

### General Skill:

- Organizational
- Working odd hours
- Willingness to travel
- Business knowledge
- Customer service

## ADDITIONAL INFORMATION

### Hobbies & Interests:

- Volunteer work
- Blogging
- Listening to music

### Participation:

- Attended a seminar on “Employment Problems & Prospects” held in Dhaka, Bangladesh in 2018.

## PERSONAL INFORMATION

Date of Birth : 10<sup>th</sup> January, 1993  
Nationality : Bangladeshi  
National ID : 7336849448  
Marital Status : Unmarried  
Height : 167 cm

## REFERENCE

### 1. Mrs. Sharmin Ahmed

Senior Lecturer, Dept. of EEE,  
Daffodil International University  
Cell: +880 1717-638029  
Email: sharmin.eee@diu.edu.bd

### 2. Md. Saiful Islam (Rony)

Deputy Manager, Dept. of Service,  
Minister Hi-tech Park Ltd.  
Cell: +880 1642-229019  
Email: myoneservice01@gmail.com

## DECLARATION

I hereby declare myself that the details mentioned above in my resume are correct and authentic to the best of my knowledge and belief.



Md. Mizanur Rahman