



SYED MUHAIMINUL HAQUE



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Career Objective

To acquire a challenging position in a renowned company, where my experience, interpersonal and professional skills will add value to its operations. I am also keen to enhance my management and communication skills by devoting myself to any reputed organization.

Academic Background

Masters of Business Administration (MBA)

North South University (September 2018- January 2021)

Major: Management

BSc, Electrical and Electronics Engineering (EEE)

North South University (September 2012- April 2018)

A'level (GCE)

Bangladesh International School, Dammam, Saudi Arabia (2012)

Group: Science

O'level (IGCSE)

Bangladesh International School, Dammam, Saudi Arabia (2010)

Group: Science

Experience

Assistant Engineer at A-One Polar Ltd (June, 2018 – September 30, 2019)

- Conducted audits at industrial facilities to achieve optimum electrical maintenance system
- Prepared cost proposals for maintenance and worked in liaison with the procurement team
- Identified potential maintenance opportunities to avoid replacements and saved 40,000Tk for the company and reduced operation time by 5%
- Performed and reviewed energy usage calculations
- Performed project simulation and analysis by simulation software
- Created reports to summarize results and to recommend further system improvisations

Skills

- Strong verbal and written communication skills in Bengali and English
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Graphic design (Adobe Photoshop, Illustrator)
- Presentation skills
- Leadership and teamwork
- Time Management

Training & Certifications

- “Supply Chain Management” (IBA, University of Dhaka)
- Coursera online
 - ✓ “Project Management” (University of California, Irvine)
 - ✓ “Excel Skills for Business: Essentials” (Macquarie University)

Extracurricular activities

- Active footballer for Uttara Football Club
- Graphic design freelancer (2016-2018)
- Volunteer club works for NSU Wireless Forum (2014-2016)
- Inter-school Table Tennis championship

Achievements

- Acquired excellent interpersonal skills as the roles involved high inter-department partnerships, negotiation and partner management
- Conducted research on “The differences between men and women in their views of the advantages of physical height and the qualities associated with the same.”
- Constructed “Smart Traffic Control System” as a senior engineering design project.
- Scholastic award for IGCSE O’level.
- Trophies and medals for various sports events (Sprint, Long Jump, Relay race, Football)

References

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