



Resume of Sohel Rana

Mailing Address

Tha-210, Sattar Dreams, Boishakhi Soroni Road
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Career Objective

To support the supervisors and management team with problem-solving skills, effective teamwork, and respect for deadlines while providing administrative and entry-level talents with the goal of proving myself and growing with the company.

Employment History-3

1. The Pipeline Engineers and Associates Ltd.

Department: HR & Admin

Designation: Executive, Admin

Duration: November 01, 2021-Continue

Company Location: House-57, C.W.S, Road-28, Gulshan-1, Dhaka-1212.

Job Responsibilities

1. Petty Cash Management.
2. Office Dining Management(Lunch & Dinner) & prepared monthly bill.
3. Office Utility Bill Payment (DESCO, WASA, BTCL, GAS etc.).
4. Prepared quarterly administrative Budget.
5. Draft of different Policy Making. (Travel, Vehicle requisition, Conveyance, Site Visit Allowance etc.)
6. Renewal and Amendment of Business Documents (Trade License, TIN, BIN, IRC, ERC ,DCCI, Bangladesh Indenting Agent Associates Certificate, etc.)
7. Make timely payments of Tax-Token, Fitness, Registration, Route permit & First Party Insurance.
8. Prepared Monthly Fuel Consumption Report.
9. Make sure Schedule General Servicing & Spare part maintenance as requirement.
10. Overtime calculation of drivers
11. Supervise all office support staff (Office Assistant, Driver, Security Guard).
12. Make Duty Schedule of Support Staff as required.
13. Purchase of monthly office supplies Items.(Stationary, Entertainment,& House Keeping) & store Management.
14. Collect the quotations from the vendors upon the requirement of the works of various departments/ companies.
15. Prepare the comparison statement and provide easiest guideline for the management for final selection and facilitate purchase of corporate requirements with purchase committee.
16. Issuing of work orders, Payment Approval Note, Advanced Adjustment Note for different work.
17. Issue and deliver Visiting Cards & Seal for regular employees.

18. Issue office ID card for new employees.
19. Ensure cleanliness of common spaces, visitor's waiting room, kitchen, toilet, washroom, and stairs to ensure proper hygiene and health safety parameters compliance properly.
20. Deal with different vendor to Repair office Equipment (AC, Sanitary Work, Furniture).
21. Monitoring office maintenance such as checking lights, photocopiers, printers, AC, power supply and electrical maintenance and take action when it necessitates.
22. Proper management of Garden.
23. Supervising in renovation works as required.
24. Assist to different event Management (Internal & External).
25. Ensure timely pest control in office premises.

Employment History-2

China Energy, Northeast No.1 Electric Power Construction Company Ltd.

Department: Admin

Designation: Office Manager

Duration: January 14, 2018- October 31, 2021

Company Location: 11th Floor, The Glass House, Plot-02, Block-E, Gulshan-1, Dhaka-1212.

Job Responsibilities

1. Hotel Reservation for foreign guest & Air ticket booking.
2. Ensure Accommodation for Chinese staff.
3. Assist to Special Branch Police (SB Office) for security Clearance.
4. Frequently visit government offices (BPDB, BWDB, CCIE, BIDA, NBR, VAT Office etc.)
5. Make daily attendance report.
6. Monitored daily repair & maintenance related activities of office premises.
7. Look after Office assistants, cleaners and security guards.
8. Overtime calculation of office assistants and drivers.
9. Work in BRTA for updated all transport documents.
10. Payment of Utility Bill.
11. Make sure office & House rent to owner.

Employment History-1

Accenture Communications Infrastructure Solutions Ltd.

Department: Admin

Designation: Facility Executive

Duration: February 26, 2017- December 31, 2017

Company Location: Niloy Mansion, Road: 113/A, Gulshan-2, Dhaka-1217

Job Responsibilities

1. Performed at General Administrative Activities
2. Maintain and repair vehicles operation, routing and driver management to ensure proper transportation support.
3. Provide vehicle support for newly joined employees as per company policy.
4. Arrange transportation for sick employees to go hospital and home

5. Ensure Pick & Drop facility to management staff.
6. Assist daily petty cash maintain & related activities.
7. Handle Office Assistant & Drive & Security Guard.
8. Handling of different Vendor.
9. Repair & Maintenance of Office Equipment
10. Store Management.

Academic Qualification

Degrees	Board / University	Passing Year	GPA/CGPA	Major Area
EMBA	Jagannath University	2015	3.83	Finance
BBA	Darul Ihsan University	2013	3.68	Finance
HSC	Govt. Debendra College	2008	4.50	Business Studies
SSC	Lemubari B. S High School	2006	4.06	Business Studies

Computer Literacy

- ❖ MS Word (English Typing, Bangla Typing with Bijoy)
- ❖ MS Excel
- ❖ MS PowerPoint
- ❖ Internet Browsing
- ❖ Using Software.

Personal Information's

Full Name : Sohel Rana
 Father's Name : Kabir Hossain
 Mother's Name : Sajeda Begum
 Permanent Address : Village: West Hasli, Post office: Lemubari-1800,
 P.S: Manikganj Sadar, Distict: Manikganj.
 Nationality : Bangladeshi
 Marital Status : Married
 Religion : Islam
 Home District : Manikganj

References

Mohammed Naveed Yakub

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 The Pipeline Engineers and Associates Ltd.
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Mr. Dulam K. Ukil

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