

# Resume Of



**MD. Sajjad Sheikh.**  
**Saidpur, Nilphamari, Rangpur.**  
**Cell NO: 01315129555**  
**Email: shekh16-616@diu.edu.bd**

## **Career Objective:**

To become a successful professional in this sector and work in a competitive environment with opportunities for career growth and use my knowledge and skill to excel and achieve organizational goals.

## **Special Qualification:**

1. To much energetic and good to win work.
2. Time maintainer, Honest, Sincere, and co-operative friendly among colleagues.
3. Have a fair knowledge in ceramic industry and electrical things.

## **Duties/Responsibilities:**

1. Preparing the operation bulletin and Line layout for every new style
2. Everyday sate line target with properly manpower allocation
3. Find out bottleneck areas and solve problems. Analyze Non-Productive Time (NPT).
4. Improve work method and workplace engineering
5. Capacity Study, Production Study, Method Study, Time Study, Motion Study.
6. Line balancing and Proper utilization operator & helper
7. Preparing skill matrix for recruiting & grading the new employee

## **Skills:**

**Languages:** Very good command of Bengali and written form. Have fluency in Reading, Writing, Listening, and Spoken English.

**Computing:** Good working knowledge at Microsoft Office (MS Word, MS Excel, MS PowerPoint, MS Outlook & Net Browsing)

**Programming Language:** Good at 'C', 'C++', Java and Python

## **EDUCATION:**

Program	Concentration	Institute	Result	Year of Passing
BSC	CIS	Daffodil International University	Running	Running
H.S.C	Commerce	Lions School And College	4.50	2020
S.S.C	Science	Lions School And College	4.16	2018

## **Personal Information:**

Name : Md. Sajjad Sheikh.  
Father's name : Md. Abdul Quddus Sheikh  
Mother's name : Most. Hosne Ara Begum.  
Gender : Male.  
Marital status : Unmarried  
Permanent Address : Munshipara, Saidpur, Nilphamari.  
Date Of Birth : 21 April, 2002  
Religion : Islam  
Nationality : Bangladeshi (By Birth).

**Declaration:**

I, Md. Sajjad Sheikh, certifies that to the best of my knowledge and belief these data correctly describe my qualifications, my experience and me.

*Sajjadsheikh.*

Signature .