



Mohammad Siddiquur

Rahman

General Manager

About Me

A highly ambitious and dedicated professional with strong belief in hard work and commitment. Focused on achieving organizational goals through full devotion, responsibility, and a proactive approach. Prepared to face challenges with resilience while continuously striving for professional excellence.



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SIDDIQU RAHMAN



Education

- M.Sc in (Chemistry)
- B.Sc (Hons) in Chemistry

Trainings & Certifications



- ◆ Completed a training course on Fuels & Lubricants technical training course held between 11th to 15th February 2019 in Malaysia organized by Shell Aviation.
- ◆ Completed a training course on Operational Excellence Training course held between 23-27 July 2018 in Malaysia organized by Shell Aviation.
- ◆ Completed a training course on Shell Aviation's ACE Training course held between 1st-4th April 2018 organized by Shell Aviation.
- ◆ Completed a training course on Operational Excellence Training course held between 4th-8th December 2017 in Singapore organized by Shell Aviation.
- ◆ Completed a training course on Fire fighting, fire prevention, rescue and first aid training conducted from 29-05-2017 to 30-05-2017 by Fire service & civil defence directorate.
- ◆ Completed a training course on 'Leader's Legacy: Supportive Communication' on 27th February 2016 organized by jobmarketbd.com
- ◆ Completed a training course on Office Management organized by Bangladesh Small & Cottage Industries Training Institute (SCITI) from 7- 12-2014 to 11-12-2014.
- ◆ Completed a training course on Industrial Lubricants & Lubrication Systems conducted by Training Institute for Chemical Industries (Central Training Institute of BCIC) from 16-09-2006 to 21-09-2006.
- ◆ Completed a training course on Tanker Handling & Dispatch of POL products from 20-09-2003 to 24-09-2003 organized by Bangladesh Petroleum Corporation Training Centre.



Professional Experience

General Manager -City Lube Oil Industry Limited (Amirath Lube)

From 1st January 2025, I joined the company as General Manager and to serve in this position to till date."

Manager (Production & Operation) - Bangladesh Petroleum Corporation

From May 1, 2018 to 31st December 2024, I have been serving as Manager (Production & Operations) at Standard Asiatic Oil Company Ltd. (SAOCL), a subsidiary of Bangladesh Petroleum Corporation (BPC).

Company Secretary(Extra Charge) - Bangladesh Petroleum Corporation

From 26 August, 2020 to 31st December 2024, I have been serving as Company Secretary (Extra Charge) at Standard Asiatic Oil Company Ltd. (SAOCL), a subsidiary of Bangladesh Petroleum Corporation (BPC).

Deputy Manager (Production & Operation) - Bangladesh Petroleum Corporation

From May 5, 2015 to 30 April 2018, I have been serving as Deputy Manager (Production & Operations) at Standard Asiatic Oil Company Ltd. (SAOCL), a subsidiary of Bangladesh Petroleum Corporation (BPC).

Manager (Production & Q.C) -City Lube Oil Industry Limited

From 1st May 2011 to 30 April 2015, served as a Manager (Production & Q.C) of this Company.

Chemist -M/S Al-Haj Abdul Quddus Ltd. (J-One Lubricants)

From 8th May 2005 to 30th April 2011, served as a chemist of this Company.

Chemist -M/S Karim Petroleum Ltd.

From 1st January 2005 to 30 Sept 2005 Served as a chemist of this Company.

Chemist -Standard Asiatic Oil Company Limited (SAOCL)

From 13 July 2003 to 15 August 2004 Served as a chemist of this Company.

Asst. Chemist -Islam Polymers & Plasticizers Ltd.

From 1st April 2002 to 11th July 2003 Served as a Assistant Chemist of this Company.



Workshop & Seminars



Workshops
&
Seminars

- ❖ Seminar on Role of Energy Sector in Combating Climate Change – Organized by Hydrocarbon Unit, Ministry of Energy & Mineral Resources, Bangladesh (19 Jun 2019).
- ❖ Completed Seminar on Toyota Production System (TPS) on 23rd November 2015 organized by Chattogram AOTS Alumni Society (CAAS) with co-operation & The Overseas Human Recourses & Industry Development Association (HIDA), Japan, AOTS Alumni Society of Central India & The Institute of Engineers (IEB), Chittagong Center.
- ❖ Seminar on Role of Energy Sector in Combating Climate Change – Organized by Hydrocarbon Unit, Ministry of Energy & Mineral Resources, Bangladesh (19 Jun 2019).
- ❖ Workshop on Faudi Aviation Equipment – Organized by Faudi Aviation GmbH, Germany, Radisson Blu Chattogram (24 Nov 2018).
- ❖ Completed 6th WNF Seminar on Kaizen & 5S from 22nd January 2016 to 23rd January 2016. Organized by Chattagram AOTS Alumni Society (CAAS) with co-operation & The Overseas Human Recourses & Industry Development Association (HIDA), Japan, Federation of AOTS Alumni Society of Central India.
- ❖ Workshop on Faudi Aviation Equipment – Organized by Faudi Aviation GmbH, Germany, Radisson Blu, Chattogram (24 Nov 2018).



Responsibilities

► Responsibilities of Manager – Production & Operations (Lube Oil & Petroleum Products Company)

1. Production Planning & Control

- ◆ Develop and implement production schedules to meet sales forecasts, customer demands, and inventory targets.
- ◆ Optimize blending operations for lubricants, base oils, and petroleum products to achieve quality and cost-efficiency.
- ◆ Ensure minimal downtime through effective preventive maintenance planning.

2. Operations Management

- ◆ Supervise daily blending, filling, packaging, and dispatch operations.
- ◆ Implement Standard Operating Procedures (SOPs) for production, blending, and storage.
- ◆ Ensure safe handling, storage, and transfer of petroleum products in compliance with industry standards.

3. Quality Assurance & Compliance

- ◆ Ensure products meet international and local standards (API, ASTM, SAE, ISO, JASO, etc.).
- ◆ Collaborate with the Quality Control (QC) laboratory for in-process and final product testing.
- ◆ Maintain compliance with environmental, health, and safety (EHS) regulations and petroleum industry laws.

4. Health, Safety & Environment (HSE)

- ◆ Enforce strict compliance with HSE policies, fire safety protocols, and hazardous material handling.
- ◆ Conduct regular safety drills and risk assessments for tank farms, blending units, and packaging lines.
- ◆ Ensure safe disposal of waste oil, sludge, and chemical residues per environmental regulations.

5. Process Improvement & Efficiency

- ◆ Monitor Key Performance Indicators such as production yield, energy consumption, downtime, and product losses.
- ◆ Drive continuous improvement in blending efficiency, packaging automation, and material utilization.
- ◆ Implement Lean Manufacturing, Six Sigma, or other process optimization techniques.

6. Team Leadership & Training

- ◆ Lead and supervise plant engineers, shift supervisors, operators, and technicians.
- ◆ Provide training on blending technology, safety, and operational excellence.
- ◆ Build a culture of accountability, teamwork, and continuous learning.

7. Inventory & Supply Chain Coordination

- ◆ Monitor stock levels of base oils, additives, and packaging to prevent shortages or overstocking.
- ◆ Coordinate with procurement for timely supply of critical raw materials.
- ◆ Work with logistics for efficient product dispatch to distributors and customers.

8. Budgeting & Cost Control

- ◆ Prepare and manage annual production budgets, operating expenses, and capital expenditure.
- ◆ Control production costs through waste reduction, energy optimization, and efficient manpower utilization.
- ◆ Evaluate cost-benefit analysis for new equipment and technology upgrades.



Responsibilities

» Core Responsibilities of a Company Secretary

1. Board Meetings & Administration

- ◆ Schedule and organize board meetings (including annual general meetings and special meetings).
- ◆ Prepare and circulate agendas, notices, and supporting documents in advance.
- ◆ Record, draft, and distribute accurate meeting minutes.

2. Governance & Compliance

- ◆ Ensure the organization complies with laws, regulations, and its own bylaws or constitution.
- ◆ Maintain up-to-date corporate records (articles of incorporation, bylaws, board resolutions).
- ◆ File statutory and regulatory documents with government authorities.

3. Communication & Liaison

- ◆ Act as a key communication link between the board and management.
- ◆ Distribute board decisions to the relevant executives or departments.
- ◆ Facilitate communication between directors and external regulators, auditors, or shareholders.

4. Record-Keeping & Documentation

- ◆ Maintain accurate records of board proceedings, decisions, and policies.
- ◆ Securely store corporate documents, contracts, and compliance certificates.
- ◆ Oversee the register of board members, shareholders, and conflicts of interest.

5. Ethics & Confidentiality

- ◆ Uphold the integrity and confidentiality of board discussions and records.
- ◆ Ensure decisions are implemented transparently and ethically.

» Position Summary

The Board Secretary plays a vital role in ensuring the smooth functioning of the board by managing board meetings, maintaining accurate records, and ensuring compliance with legal, regulatory, and organizational requirements. The Secretary acts as the custodian of governance documents and provides essential support to the Board of Directors in fulfilling their fiduciary and governance responsibilities.



Responsibilities

➤ Responsibilities of Chemist

1. Laboratory Analysis & Testing

- ◆ Operate and maintain lab instruments such as Viscometer, FTIR, XRF, Karl Fischer, Flash Point Tester, Pour Point Apparatus, TBN/TAN titrator, Atomic Absorption Spectroscopy (AAS), ICP, Particle Counter, Foam Tester, Oxidation Stability Equipment
- ◆ Conduct routine QC tests on raw materials (base oils, additives) and finished products.
- ◆ Perform used oil analysis (wear metals, contamination, oxidation, nitration, viscosity changes, water content).
- ◆ Record, analyze, and interpret laboratory data for product certification.
- ◆ Maintain lab safety, calibration, and cleanliness according to ISO/ASTM standards.

2. Research & Development (R&D)

- ◆ Formulate and develop new lubricants (engine oils, gear oils, hydraulic oils, greases, specialty lubricants).
- ◆ Modify existing formulations to improve performance, durability, or cost-effectiveness.
- ◆ Conduct lab-scale blending trials and performance evaluation.

3. Quality Control & Assurance

- ◆ Monitor blending plant samples to ensure batch consistency.
- ◆ Approve or reject raw materials and finished products based on lab results.
- ◆ Ensure compliance with API, SAE, ISO, ASTM, OEM specifications.

4. Production & Technical Support

- ◆ Work closely with the production team to solve quality deviations.
- ◆ Guide operators on blending ratios, additive dosing, and process troubleshooting.
- ◆ Provide lab data to support product claims and certifications.

5. Customer Support & Field Service

- ◆ Analyze customer/field samples and recommend corrective actions.
- ◆ Provide oil condition monitoring reports for predictive maintenance.
- ◆ Assist sales/marketing teams with technical data sheets (TDS) and safety data sheets (MSDS).

6. Financial & Cost Control

- ◆ Ensure lab safety practices (PPE, chemical handling, waste disposal).
- ◆ Comply with environmental and health regulations (EHS).
- ◆ Keep documentation for audits (ISO 9001, ISO 14001, ISO 17025).



Industrial Visits



Liaoning Zherotai Chemical Co. Ltd.



Sarlboro Petrochemical (Tianjin) Co. Ltd.



Dalian Instruments & Meters Co. Ltd.



Tonging Metal Packaging Co. Ltd.

Santun Industrial Park,
Jinzhou City, Liaoning
Province, China.

Jizhou Economie
Development Zone,
Tianjian china.

Dashan Industrial Park,
High-Tech Zone,
Dalian City, Liaoning
Province, China.

Sanxing Road Industrial
Park, Xigong District,
Tianjin, China.



Fast Enterprise oil pte. Ltd.



United Oil Company PTE Ltd.
Tuas Drive, Singapore.



Globe Hi-fabs LLP

Faridabad, Haryana, India



K&P Advance Company Ltd.

Bangkok, Thailand

No, 9 Tuas Avenue Industrial
Estate Singapore.

Visited Blending, QC
Lab, Packaging, Storing
& dispatch of lubricating
Oil.

Inspection on Aircraft
Refueller, Hydrant
Dispenser & Bridger
Manufacturing
industry.

Visited Production,
Operation QC, Storing
& dispatch of Lubri-
cating Oil & Greases.



**Kelida Petrochemical
Refinery**
Shandong, China



**Hungyan Jinteng
Mould Factory**
Taizhou City, Zhejiang, China

Visited Refinery
process & Operatins
of Petroleum Products.

Visited Blowing &
Injection mould
factory for HDPE
bottles.