



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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P.S- Sharasti, District- Chandpur, Bangladesh



SIDDIQU'R 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.



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).



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) - Standard Asiatic Oil Compay Ltd.

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) - Standard Asiatic Oil Compay Ltd.

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) - Standard Asiatic Oil Compay Ltd.

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 May2005 to 30th April 2011,served as a chemist of this Company.

Chemist -M/S Karim Petroleum Ltd.

From 1st January 2005 to 30 Sept 2005Served 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.



Responsibilities



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

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.

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.

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.

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.

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.

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.

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.

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

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.

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.

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.

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.

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.



Responsibilities

» Responsibility of Chemist

Laboratory Analysis & Testing

- ◆ Operate and maintain lab instruments such as Viscometer, FTIR, XRF, Karl Fischer, Flash Point Tester, Pour Point Apparatus, TBN/TAN titrator, Optical Emission Spectrometry (OES), 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.

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.

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.

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.

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).

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



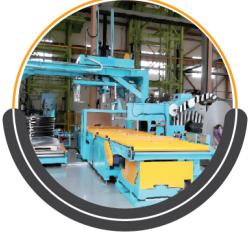
Liaoning Zherotai Chemical Co. Ltd.



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.