

## MD ASHRAFUL AL ASIF



**Address : Holding No-1, Road-1/E, Area-1, Nikunja-2, Ward-17, Khilkhet, Dhaka.**

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**IEB Membership No : A-19917**

### Career Objective:

To contribute in an organization where I can integrate my knowledge & skills to add value of that organization & explore my potentials

### Employment History:

**Total Year of Experience: 3.6 Years**

#### **Assistant Manager (August 1, 2017 – January 31, 2021)**

##### **Hexing Electrical Co., Ltd, China**

=> Multinational company that provides variety of electrical equipment and relevant solution to global power utilities.

**Bangladesh Address:** Unit K-11, Level-11, Police Plaza Concord, Plot-2, Road-144, Gulshan Avenue, Dhaka-1212.

**Department:** Project Management & Implementation.

**Website:** [www.hxgroup.cn](http://www.hxgroup.cn)

### **Duties/Responsibilities:**

1. To keep in touch with line managers/supervisors and coordinators as well as other relevant individuals in order to improve things through effective communication.
2. To prepare a report based on proposals, observations, assigned duties and learnings from business attachments and to present it to a higher authority and related concerned person in a timely manner.
3. To pay special attention to and communicate with the managements of the Bangladesh Power Development Board (BPDB), Bangladesh Rural Electrification Board (BREB) and Dhaka Electrical Supply Company Limited (DESCO) as well as Chinese managements, on a regular basis.
4. Developing and implementing operational excellence across the organization, as well as coordinating, reviewing, and improving administrative systems, policies, and procedures while analyzing data and market trends to ensure a smooth business operation.
5. Work with other managers to plan and direct the organization's work, as well as assisting in the formulation of positions and periodic evaluations for future-planning and identifying trends, and recommending proactive or remedial action to deal with business situations.
6. Weekly site visit to inspect the smart electrical metering system and check server issues in order to ensure service availability.
7. Coordinating the day-to-day operations of the department and its employees, including daily attendance, leave, safety, recruitment, and legal and corporate affairs.
8. Participate actively in relevant meetings, workshops, and other learning opportunities; plan and implement employee training programs as needed; and establish a filing system for important and confidential company documents.
9. To meet all official specifications on time, as well as any other duties assigned by official management.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Executive Master of Business Administration (EMBA)	N/A	Bangladesh University of Professionals (BUP)	<i>Ongoing program</i>			-
B.Sc. (Engineering)	Electrical & Electronic Engineering	American International University-Bangladesh	<i>CGPA: 3.62 out of 4</i>	2016	4 years	<i>1. Got Dean's Award 2. Gained honors at 'Inter University Innovation Competition 2016' Bangladesh.</i>
Higher Secondary School Certificate (HSC)	Science	B.A.F. Shaheen College, Tejgaon	<i>CGPA: 4.8 out of 5</i>	2011	2 years	-

Secondary School Certificate (SSC)	Science	Shaheed Ramijuddin High School	<i>CGPA: 5 out of 5</i>	2009	-	-
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### Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Managing Project Risks and Changes	Project Management, Change Control, Risk Management, Change Management	University of California, Irvine and offered through Coursera	U.S.A (by online platform)	California, U.S.A	2020	06 hrs.
Training on BPO KPO of BACCO under SEIP Project by the Govt. of Bangladesh	Back Office Management	My Outsourcing Limited	Bangladesh	Banani, Dhaka	2017	220 hrs.
Workshop on Electrical Services and Wiring for Building	Electrical cables, sizes & wiring process with simulation etc.	IEEE AIUB Student Branch	Bangladesh	AIUB, Banani, Dhaka	2016	06 hrs.
Capacity Building Workshop	Strategic planning, Organizational program design, development & assessment etc.	International Engineering Innovation Summit Bangladesh 2015	Bangladesh	KIB, Farmgate, Dhaka	2015	06 hrs.
Leadership Training Program (Quest for the Pivots)	Leadership, Brainstorming, Ethics etc.	Engineering Students` Association of Bangladesh (ESAB)	Bangladesh	AIUB, Banani, Dhaka	2013	06 hrs

### Fields of Specialization:

**Engineering Softwares:** Computer Aided Design, Multisim, Matlab, PSpice, Cadence, Microwind.

**Computer Applications:** MS (Word, Excel, PowerPoint), Adobe Photoshop, Internet & Web, Email, Windows.

**Programming Skills:** Programming Language C & C++

**Special Skills:** Project Management & Implementation, Training & Development, Reports Writing & Documentation, Branch Management, Communication & Coordination, Problem Solving Adaptability, Efficient of Managing Work Loads, Strong Work Ethics.

### Professional Qualification:

Certification	Institute	Location	From	To
Former General Member of IEEE AIUB Student Branch	Institute of Electrical and Electronic Engineers (IEEE)	AIUB, Banani, Dhaka	October 1, 2015	October 1, 2016
Former Organizing Member of ESAB AIUB Unit Face	Engineering Students` Association of Bangladesh (ESAB)	AIUB, Banani, Dhaka	August 1, 2013	August 31, 2016
Associate Member of IEB	Institution of Engineers, Bangladesh	Ramna, Dhaka	January 1, 2018	-

### Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

### Personal Details :

Father's Name : Md Nazim Uddin  
 Mother's Name : Julekha Begum  
 Date of Birth : December 31, 1994  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 National Id No. : 6852673422  
 Religion : Islam  
 Permanent Address : House: 31-11, Village: Bolashpur Noyapara, P.O & Code: Kawatkhal-2201, Upazila: Mymensingh Sadar, District: Mymensingh, Division: Mymensingh.  
 Current Location : Dhaka, Bangladesh.

### Reference (s):

	<b>Reference: 01</b>	<b>Reference: 02</b>
Name	: Prof. Dr. Md. Abdur Rahman	Mr. Johnny Zhu

Organization	: American International University-Bangladesh.	Hexing Electrical Co., Ltd, China
Designation	: Associate Dean, Faculty of Engineering	Project Director (PD), Engineering Division
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Relation	: Academic	Professional