

Curriculum Vitae Of KHAN ISTIAK SHAHABUDDIN

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Objective

Dedicated, dynamic Electrical Engineer with a Bachelor's degree; seeking an opportunity to work in the electrical department of an established organization.

Job Experience

- Working as an **Assistant Engineer** at **QC & RND Department** in **MEP Energy Saving Lamps Industries Ltd.**

Job Location: **Hatkhola, Barishal.**

Duration: March 2019 to Present

Job Responsibilities:

- Carry out Lab operation according to standard operating procedure to ensure that safety regulations are followed.
- Promoting quality achievement and performance improvement throughout the organization.
- Setting QA compliance objectives and ensuring that targets are achieved.
- Defining quality procedures in conjunction with operating staff.
- Setting up and maintaining controls and documentation procedures.
- Organizing and analyzing performance data and charts against defined parameters.
- Ensuring tests and procedures are properly understood, carried out and evaluated and that product modifications are investigated if necessary.
- Monitoring performance by gathering relevant data and producing statistical reports.

- Worked as an **Executive** at **E-Commerce & Logistics** in **Grameenphone.**

Job Location : **GP House, Basundhara R/A, Dhaka.**

Duration: October 2017 to February 2019 .

Job Responsibilities:

- Develop marketing strategies as suitable to the short and long term goals.
- Communicate with finance team to reconcile financial transaction, bills & payments.
- Monitoring & reporting about daily operations of different logistics clients & resolve any issues, if necessary.
- Negotiation & discussion with clients & merchants.
- Update the website with information about latest products, facilities and schemes.
- Maintain liaison between the business clients and merchants.
- On boarded different types of merchant for marketplace and clients for logistics service.

- Worked as a **Apprentice Trainee at Inbound Contact Centre in Grameenphone.**
Job Location : **Nitol Niloy Tower, Nikunjo-2, Dhaka.**
Duration: October 2015 to October 2017
Job Responsibilities:
- Customer service over 121 hotline.
 - Provide product information.
 - Handle customer queries, complaints and provide relevant product with professionally and positive manner.
 - Maintain proper documentation of complaint/request records.
 - Achieve monthly KPI.

Educational Background

- **B. Sc. in Electrical and Electronic Engineering**
Year of passing: 2018
Result obtained: CGPA 2.95 out of 4.00
Institution: American International University-Bangladesh (AIUB)
- **Higher Secondary Certificate (Science)**
Year of passing: 2012
Result obtained: GPA 4.50 out of 5.00
Institution: Bir Shrestha Munshi Abdur Rouf Public College, Dhaka.
Education Board: Dhaka.
- **Secondary School Certificate (Science)**
Year of passing : 2010
Result obtained : GPA 5.00 out of 5.00
Institution: Bheremara Udayan Academy, Bhangura, Pabna
Education Board: Rajshahi.

Project Work

Topic: Generation of electricity using three chambered microbial fuel cell.

Supervisor: Kazi Firoz Ahmed
Assistant Professor
American International University – Bangladesh

Seminar

- Attended a seminar on **Nuclear Energy and Its Prospect in Bangladesh** from Dept. of Engineering, AIUB held on 7th Dec 2017.

Intrinsic Proficiency

- Matured public speaker and reasonably good presenter.
- Effective communication and organization skills gathered from club level experience.
- Hard worker & experienced to work under pressure.
- Able to process documentation and analysis.
- Able to meet deadline

- Able to give leadership to a team at any circumstances.
- Capable of learning new tools and technologies very quickly.
- Problem solving ability regarding any analytical issues.

Computer Proficiency

Engineering Software: Autocad, PSpice, Matlab, Codeblocks.

Software: MS-Word, MS-Excel, Presentation and Internet Browsing & Correspondence.

Language Proficiency

Fluent communication skill on speaking & writing in English and Bengali.

Other Activities

- Worked as a volunteer at “**Physics Fair**” held in **American International University-Bangladesh**.
- Worked as a theater performer with **Prangonemor**. I performed a Rabindranath Tagore’s drama named “**Dakghor**”.

Personal Profile

- **Father’s name** : K. M. M. M. Shahab Uddin
- **Mother’s name** : Razeda Khanom
- **Date of Birth** : 18 September, 1995
- **Marital Status** : Unmarried
- **Religion** : Islam
- **Nationality** : Bangladeshi
- **Permanent Address** : Village: Kumradanga, Post & Thana: Bhangura, District : Pabna. Postal Code : 6640.
- **Present Address** : Swarup Ali Chairman Lane, Hatkhola, Barishal.

References

1. Engr. K. M. Kawsar Rahman
Deputy Chief Mechanical Engineer,
Faridpur Sugar Mills Ltd. Faridpur.
Cell: 01711 265729
E-mail: kawsar_pab@yahoo.com

2. Lawrence Sanot Singh
Specialist, E-Commerce & Logistics
Grameenphone Ltd.
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Certification

I certify that I have provided accurate and true information to the items on Resume.

Signature

Khan Istiak Shahabuddin
