

PAPON DEY



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 **Date of Birth:** December 12, 1990

OBJECTIVE

Intend to work in an organization that contributes significantly to life and gives responsibilities that not only challenge but also allow freedom and growth of personal potential. Getting regular exposure to develop myself as an efficient and successful personnel.

PROFESSIONAL EXPERIENCES

July 2015 to

December 2018 **System Engineer, Coordination, Implementation-UG, Summit Communications Ltd.**

- Reviewing, validating and processing telecommunications requirements in fiber rollout.
- Fiber Rollout Project's materials Estimation and management and summary.
- Working with the Project Managers/stakeholders to eliminate blockers.
- Making initiation plan considering resources & permission for implementation activity of network expansion projects.
- Coordinating HDD, Cable Blowing & Splicing Activity of SCL Network Expansion Project.
- Coordinating project management activities, resources, equipment and information.
- Handover/PAT files Preparation and Submission of Fiber Rollout Projects.
- Coordinating Cable blowing and Splicing related activities.
- Coordinating GP TR-Survey & Splicing Activity of GP-SCL Projects.
- Updating information in TMS (Task Management System) of SCL.
- Assisting in Fiber Restoration/Fiber Maintenance Activity for SCL.
- Representing Fiber Implementation path drawing in Google Earth.
- Coordinating Overhead to Underground Fiber Shifting Activity (Backbone).
- Coordinating interdepartmental issues with foreign department and organizations.

Achievements

- Coordinating DHK-CTG Airtel to Robi Fiber swapping Activity.
- Coordinating 302 KM of Fiber Joining & ODF Termination Activity in GP-SCL Project in 2016-17.
- Successfully handed over 28 GP - SCL Backbone including required T-Joint Connectivity.
- Successful Execution of Network Expansion Activity of 230KM SCL Fiber Expansion.

May 2014 to

June 2015

Asst. Manager, Business Development, Disaster Management Watch.

- ☛ Providing Day to Day general administrative support to the team.
- ☛ Collation and distribution of reports and other documents.
- ☛ Dealing with incoming and outgoing mail and general mails.
- ☛ Monitoring the processing of invoices, receipts and payments as required and authorized.
- ☛ Research on different tools to increase the sales and business opportunities.
- ☛ Regular follow up with new and existing customers.
- ☛ Collaborating with various authorities to ensure flawless expected project completion.
- ☛ Monitoring project progress and handle any issues that arise with Stockholders.
- ☛ Making Strategic Initiatives for Business Expansion.
- ☛ Conduct in-house and external sessions/conference to establish best-practice customer experience.

April 2013 to

March 2014

Senior Executive Officer, Technical Solution, Moon IT Solution.

- ☛ Marketing brands to increase popularity among consumers.
- ☛ Implement strategic plans to maximize brand potential.
- ☛ Maintain, build and update calling/ mailing databases.
- ☛ Monitoring performance against marketing targets both internally & externally.
- ☛ Handling foreign and angry customers and providing technical solutions.
- ☛ Sales and Business development reports and documentations preparation.
- ☛ Take Inbound and Outbound customer calls and converts them into sales.
- ☛ Analyzing competitor's performance to identify, strengths, weakness, opportunities and threats.

February 2012

to March 2013

Assistant Engineer, Utility Department, Royal Denim LTD., Comilla EPZ

- ☛ GE Jenbacher Gas Generator (2×1064 KW) Operation, Maintenance & Troubleshooting.
- ☛ Kaeser Compressor (4×20m³/hr) Operation, Maintenance & Troubleshooting.
- ☛ Kaeser Air Dryer Operation, Maintenance Erection & Troubleshooting.
- ☛ Cochran Boiler (1×10 ton/hr) Operation, Troubleshooting and Maintenance.
- ☛ Central AC Plant (1×231 RT) and a Humidification plant Operation, Troubleshooting and Maintenance.
- ☛ Keeping and escalating Daily Readings and Reports.
- ☛ Bi-weekly regular maintenance activity.

TRAINING SESSION

In House Training

@ **Summit Communications Ltd.**

Title: Project Management

- ☛ Core knowledge and applied skills in project management.
- ☛ Essential communication skills to help you manage a project.
- ☛ Cycle of planning, analysis, design, Implementation & Handover phase.
- ☛ Monitoring & Controlling a Project.
- ☛ Reporting in Project Management (Status Reports, Risk Reports and Board/Executive Reports & Resource Reports).

SHORT COURSE

@ **CodemanBD**

Title: WordPress Development

- ☛ WordPress Theme Customization
- ☛ Website Hosting.
- ☛ Styling Pages & Plugin Installation
- ☛ Landing Page Creation.
- ☛ Countdown Page Making.
- ☛ Form, Autoresponder, FB Pixel Integration.
- ☛ Under Construction Page Making.
- ☛ Graphics Designing (.PSD, RAW) with Photoshop Basics.

SHORT COURSE (31 CLASSES)

@ **IIT, Dhaka-University**

Title: Web Programming using PHP/ MySQL

- ☛ Programming Language Basic.
- ☛ Introduction to HTML.
- ☛ Web Programming using PHP.
- ☛ Data Base System Concept.
- ☛ Database Programming using MySQL.
- ☛ Web Programming using PHP and MySQL.

PROJECT & THESIS

Project Name: Small scale power generation with renewable resource (Wind) by Fluttering of Wind Belt.

Grade Obtained: A+ (Grade Point Average – 4.00 of 4.00).

EDUCATIONAL OVERVIEW

- 2012 **B.Sc. in Electrical and Electronic Engineering**
CGPA: 3.03 (Scale: 4.00),
American International University-Bangladesh.
- 2007 **Higher Secondary Certificate (HSC)**
GPA: 4.10 (Scale: 5.00), Group: Science,
BCIC College, Dhaka.
- 2005 **Secondary School Certificate (SSC)**
GPA: 4.56 (Scale: 5.00), Group: Science,
Mirpur Bangla High School, Dhaka.

SKILLS

Professional Skills:

- ☛ Excellent interpersonal and presentation skills
- ☛ Ability to work under demanding work environment and meet deadlines under pressure.
- ☛ Excellent time management skills including effective priority management skills.
- ☛ Brilliant oral and written skills in English.
- ☛ Ability to co-ordinate among groups and work in teams
- ☛ Leadership and authoritative skills to influence friends and peers
- ☛ Bilingual: In English and Bengali.
- ☛ Reporting and presentation related documentation preparing skills.

Extra-Curricular Activities:

- ☛ Cultural Program organizing.
- ☛ Playing outdoor Games (Cricket, Football, Swimming etc.)
- ☛ Android ROM Porting
- ☛ Photography

REFERENCES

• **A.K.M. Mahmud Hossain**

General Manager, CCL Support,

Summit Communications Limited, Summit Group

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• **Obaidullah-Al Masum**

Manager, Regional Implementation & Operations,

Summit Communications Limited, Summit Group

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THANK YOU FOR REVIEWING THE CV

