

S.M Minhazur Rahman

257 Amin Plaza, Moghbazar, Dhaka – 1217

Mobile: +8801681866871

Email: minhaz.emon30@gmail.com



Career Objective:

Secure an impressive position in a reputable organization with considerable advancement opportunities. Also to enhance my educational and professional skills while making a notable offering to the progress of the company.

Academic Qualification:

Degree Awarded	Name & Location of Institute	Department	Year
Bachelor of Science (B.Sc.)	American International University- Bangladesh (AIUB), Dhaka	Electrical and Electronic Engineering (EEE)	2017

Work Experience:

Company Name : **Hexing Electrical Company Limited**

Position : System Engineer

Duration : 2nd February 2019 – Present

Job Description : Pre-Payment Meter Installation Project under Rural Electrification Board.

Responsibilities:

- All the technical expertise including complete controlling of the configuration, installation and technical support of the information system related to pre-paid meter installation in customer's houses.
- Supervising the administration of systems & servers related network to ensure availability of services.
- Troubleshoot & resolve the technical functions also maintain software applications and operating systems regularly.

- Give training to all the new personal about the various sector of Pre-paid Meter's work process.
- Occasionally managing all the executive decisions of the project through the co-operation of Government employees of the project with foreign employers of the company.
- Receiving all the consumers concern and managing them from the office.
- Site visit for emergency purposes.
- Any other duties assigned by management.

Personal Qualities:

- Work efficiency
- Time management
- Technical proficiency
- Ability to get on well with others,
- Honesty and disciplined attitude towards work,
- Coming up with a solution quickly,
- Willingness to learn.

Skills and abilities:

Language Ability : Bengali and English. Fluency in reading, writing, and speaking.

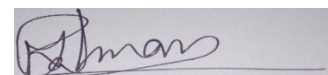
Technological skills:

- MS Word, Excel, PowerPoint, and all version of Windows released.
- Effective presentation and communication skills with a good public speaking ability.
- Online: Professional Search Engine Optimization, Keyword Research, Competitor Analysis, Digital Marketing, Marketing Strategy, Strategic Planning, Article Writing, and E-mail template editing.
- Advance level typing speed with 55-60 wpm.

Professional Project:

Efficient Electric Car with Clean Energy: (September 2016 – May 2017)

Successfully designed an efficient electric car with a new charging method from clean energy as part of a university project with collaboration.



(S.M. Minhazur Rahman)