M A MONAM AL SHAFI

Contact

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H-11, R-7, Chad Uddan, Mohammadpur Dhaka.

Objective

Motivated engineering professional seeking an opportunity within a reputable organization to contribute my expertise and further enhance my technical skills. Committed to delivering optimal results, I aim to leverage my technical abilities to achieve organizational targets and excel in performance. Eager to meet the organization's demands and drive success through effective utilization of my engineering skills.

Education

MSc in Computer and Information Engineering,

International Islamic University Malaysia.

CGPA-3.17 out of 4.00,

Year: 2021.

BSc in Electrical and Electronics Engineering,

American International University-Bangladesh.

CGPA-3.17 out of 4.00,

Year:2017.

HSC, Mohammadpur Model School and College, Dhaka.

GPA: 4.20 on a scale of 5.00

Year 2012.

SSC, Mohammadpur Model School and College, Dhaka.

GPA: 5.00 on a scale of 5.00

Year: 2010.

Work Experience

Engineer at Edotco BD LTD (25th November 2021 – Present)

➢ Business Intelligence & Analytics

- KPI reporting.

➢ Project Management Office (PMO)

- Led and oversaw enterprise programs, ensuring alignment with strategic business goals.

- Established project management governance to ensure adherence to the customized PMO framework.

- Collaborated with project teams to identify obstacles and implemented control measures.

- Initiated projects by presenting formal charters to the Steering Committee (Steerco) following thorough due diligence.

- Managed resources and obtained necessary project approvals.

- Provided weekly project and program-level reports to stakeholders.

- Assessed and updated business risks quarterly, ensuring effective risk management and mitigation.

- In-depth understanding of tower company operations, including deployment strategies and maintenance protocols.

- Expertise in managing multi-million dollar project budgets, optimizing resource allocation.

- Implemented comprehensive risk management protocols and proactive mitigation strategies.

- Effective communication of project updates and reports to stakeholders at all levels.

Professional Qualification

➢ CCNA Routing and Switching, AIUB (CEC), Batch 227, 2018.
➢ CCNA Security, AIUB (CEC), Batch 4, 2018.

Undertaken Project and Research

Bachelor's Project: Implementation of An Autonomous
Quadcopter.
Master's project: Enhancing QoS forTime-critical Application in Wireless
Sensor Network.

Extra-Curricular Activity

➢ Worked as a volunteer of AIUB in different tasks.
➢ Worked as a member of the AIUB Drama Club.

Workshop and Training

➢ Attended one-day training at the **Ghorasal Power Station,** Narshindi,
   Dhaka.
➢ Attended one-day training at the **Ghorasal Fertilizer Factory,** Narshindi,
   Dhaka.
➢ Attended multiple industrial study tours**.**
➢ MATLAB training at International Islamic University Malaysia

Additional skills:

➢ Expertise on MS Office Suite

➢ Demonstrated people management skills.
➢ Excellent communication and inter-departmental coordination
   skills
➢ Adept at relationship management
➢ Driven and focused

References

ASM Showaibur Rahman
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Manager
Vantage Towers
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Abdur Rob
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EDOTCO Bangladesh
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