

Resume

Nafis Saleheen

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Career Objective:

To obtain an intellectually challenging and dynamic position in an organization that gives an opportunity for networking, self-improvement and leadership, while contributing to the growth of the organization.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. **Assistant Deputy Manager (Technical) (February 1, 2018 - Continuing)**

Summit Power Limited (NGPP 155 MW HFO)

Company Location : Narayanganj, Dhaka

Department: Operation & Maintenance

Responsibilities:

- Safe operation of all mechanical and electrical equipment of the plant and control equipment parameters following prudent operating practice.
- Take decisive action for any change in operating conditions/ parameters. Record all running parameters of the equipment in log sheets.
- Prepare and normalize equipment for planned or forced maintenance ensuring all precautions and safety practices.
- Assist Shift in charge in the performance of diagnostic works on electro-mechanical faults and plant outages; recommend modification and improvement on plant equipment as appropriate.

2. **Officer- Sales (Power & Infrastructure) (July 12, 2016 - January 31, 2018)**

BASE Technologies Ltd.

Company Location : Gulshan Avenue, Dhaka, Bangladesh

Department: Sales

Responsibilities:

- Prepare BoQ/ tender documents for participating in various government tenders.
- Maintain proper liaison with Government Officials and Project Directors and identify key decision makers to acquire new business contracts.
- Understand tender requirement and work closely with solution and supply chain team to develop appropriate power solution with competitive pricing.
- Conduct market research activities to identify the target market & sales channel for potential new business in the corporate sector.

3. **Industrial Trainee (August 7, 2015 - November 7, 2015)**

Energypac Engineering Ltd.

Company Location : Baruipara, Savar, Dhaka, Bangladesh

Department: Energypac Engineering

Responsibilities:

- Create weekly reports for training received on designing, testing & manufacturing of Transformers, CRTs, and Low Voltage CT/PT.
- Assist technicians and engineers on the assembly and testing of Switchgears and Circuit Breakers.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration (Years)
Bachelors of Science	Electrical & Electronic Engineering	North South University	3.03/4	2015	4
A Levels	Science	Maple Leaf International School	1A, 2Bs	2011	2
O Levels	Science	LOREETO International School	5As, 3Bs	2009	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Public Procurement Rules	Government tendering and procurement methods.	CPTU	Bangladesh	BASE Technologies Ltd. Head Office	2017	2 days

Extra Curricular Activities:

- Core member of NSU Sports Club and NSU Earth Club and represented NSU in several inter university cricket tournaments.
- Worked for a few IT firms on various outsourcing, researching and copywriting tasks on a contractual basis under very strict deadlines.
- Worked with social organizations such as Jaago, SLOPB, etc as a volunteer and activist.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	Medium	High
English	High	High	High

Personal Details :

Date of Birth : July 2, 1993
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 1/9, B-Block, Lalmatia, Dhaka-1207
 Current Location : Dhaka

Reference (s):**Reference: 01**

Name : A. B. M. Mizanur Rahman
 Organization : Bangladesh Power Development Board (BPDB)
 Designation : Ex- Member, P & D
 Mobile : 01726742669
 E-Mail : abmmizanur57@gmail.com
 Relation : Professional

Reference: 02

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