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| **Shahjada Khairul Kabir (Rumi) – 1851162**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |



**Objective:**

My ambition is to join a company with large amount of employees and showing between effective in sales revenue, possibly even a larger group, where I could show my potential in terms of managing Administration, Production, or an entire Business Unit with a strong entrepreneurial spirit and leadership.

I am eager to take to most ambitious challenges or face most critical situations, eventually requiring profound structural and social changes.

I would like to lead a management team in an atmosphere of mutual trust and confidence, with methodology, work ethic, unified and engaged in its ultimate mission to achieve company's most ambitious goals; to develop and maintain high level of competitive and business intelligence; to evaluate available resources and their adequacy to the company's expectancies; to develop a strong collaborative attitude with and among partners of the supply chain.

I want to be a major player in elaborating a winning company strategy. I want to be able to set most ambitious goals and guarantee the evaluation of the most appropriate requirements, from investments to labor utilization; to plan for resource deployment, to build and motivate a dedicated team, and to develop a company culture based on honesty, tenacity and probity as primary values in a quest for excellence through continuous improvements.

My philosophy does not just consist in words of intentions. All the resources I engage, even if they are limited by necessary Lean Manufacturing and Lean Management, are used for the clear purpose of meeting assigned goals, profitability, financial stability and company growth. I am therefore committed to high standard of quality in respecting budget and timeline, and as I realize how important it is to provide structured and quality oriented communication, I manage the company with all adequate monitoring and control systems enabling high degree of visibility that benefits both management and board of directors.

**Academic Background:**

* + - July,2007 – August, 2010: Diploma In Aircraft Maintenance Technology Three(3) Years to the Kolej Tafe, Seremban, Malaysia.
		- Jan, 2003 – Sep 2006: Studied in B.Sc (Hon’s) in Computer Information Systems (CIS) to the Daffodil International University (DIU) in Bangladesh.
		- 2000-2001 (Held on 2002) Higher Secondary Certification (H.S.C) in Science Group From Dania College, 1st Division, Dhaka Board.
		- 1998-1999 (Held on 2000) Secondary School Certification (S.S.C) in Science Group From A.K. High School, 1st Division, Dhaka Board.

**Experience:**

**March 01, 2016 to Till Date -**  As **‘Business Head – Overseas’** at Envision Realty International Pvt. Ltd.

(Kolkata, India)

**May 28, 2012 to August 15, 2015 –** As **‘Deputy Chief Executive Officer’** & ‘**Head of Hardware, Network and Marketing Department’**at AGD IT Solution Sdn. Bhd**.**

(Kuala Lumpur, Malaysia)

**May 05, 2011 to April 30, 2012 –** As**‘Flight Data Analysis Program Manager’** & Detailed as **“Manager of Reliability & QualityAssurance”** at United Airways Bangladesh Ltd.

(Dhaka, Bangladesh)

**May 04, 2010 to August 04, 2010 -** Successfully completedThree (3) months **On JobTraining** at Sepang Aircraft Engineering (SAE).

(Sepang, Malaysia)

**April 28, 2008 to May 16, 2008 –** Successfully completed three (3) weeks **On JobTraining** at “D’ Nest Aviation Sdn. Bhd.” .

(Subang, Malaysia)

**August 1, 2007 to July 30, 2010 -** as**Information Technology Manager**at J.S. Asia Network Sdn. Bhd.

(Kuala Lumpur, Malaysia)

**July 01, 2008 to November 30,2009 -** as**IT In-charge**at Noorzie Niza Enterprise

(Seremban, Malaysia)

**December 01, 2004 to October 31, 2006 –** as**TechnicalOfficer**at Technics Computers (Pvt.) Ltd.

(Dhaka, Bangladesh)

**February to September, 2006** – Successfully completed **Internship** at Pioneer Computers &Networks Ltd.

(Dhaka, Bangladesh)

* **Responsibilities as Business Head - Overseas:**
* Responsible for brand approvals, developing and implementing feasible marketing strategies, identifying and creating opportunities for expansions and overall business growth, enhancing sales and monitoring competitors activities, preparing budgets and annual sales projections and managing and buildingstrong relationships with principles, Brokers and market leaders.
* Administer all branch operations and develop appropriate marketing strategies to enhance growth.
* Review all market strategies for customers and evaluate all advertising and marketing plans to achieve objectives.
* Coordinate with vice president and prepare forecasts for region and provide aid to customers.
* Analyze market and develop quarterly forecasts for market.
* Manage various accounts and assist in credit availability.
* Develop and implement various internal control measure for preparing reports.
* Prepare plans and ensure compliance to all finance procedures and policies.
* Coordinate with management team and ensure optimal results for all operations.
* Design and implement processes for company and assist in registration for new markets.
* Maintain effective relationships with various government departments and agencies of assign region.
* Maintain efficient knowledge on all rules and regulations for various business operations.
* Monitor all everyday activities and resolve all customer complaints appropriately.
* Develop financial accounts and prepare reports to be submitted to management.
* Prepare and analyze various promotional programs and assist in development of new programs.
* Develop and implement various training programs for leaders.
* Planning & coordinating the implementation of business plans and penetration of new markets.
* Creating and maintaining an effective acquisition team (outside real estate brokers and consultants) and managing the people, programs, processes, and analysis of acquiring real estate investment.
* **Responsibilities as Deputy Chief Executive Officer:**
* To be responsible to the Chief Executive, President and Council and Executive Committee for the effective and efficient delivery of all operational, membership services, some programme management and a range of corporate support functions, with particular emphasis on performance management, financial, legal and contractual requirements.
* To manage the following director-level posts and provide support and advice in relation to delivery of the respective portfolios:
* Head of Operations & Membership
* Head of Finance
* Head of Policy
* Head of Technical
* Head of Marketing
* Head of sales
* Research and Development
* To effectively engage across all corporate and service delivery functions to ensure there are robust processes in place to agree and meet financial and activity targets for the current year and outline for future years.
* To lead on operational and contractual efficiencies and service improvement work programmes, thereby raising standards of practice, productivity and value for money.
* To oversee the development of effective information analysis to support strategic decision making.
* To lead on the Business Planning function.
* To lead on transformational change across boundaries to enable the effective delivery of strategy, through the delivery of specific programmes.
* To be an effective Executive Committee member taking collective responsibility for the corporate governance of the organization.
* To ensure the maximizes the opportunities of partnership work across the whole community, commissioning bodies and with national partners.
* **Responsibilities as Flight Data Analysis Program Manager and Detailed as the Manager of Reliability & Quality Assurance of Engineering:**
* Oversees the daily work flow processes for the FOQA program
* Monitors data integrity, assessment of variance events and trends, corrective actions and feedback, and record retention
* Develops and maintains historical records of all changes and modifications made to the FOQA profiles/events.
* Develop new data analyses products and methodologies for data mining
* Coordinates with Engineering and Maintenance departments regarding the status, installation, operation, and repair of aircraft recording equipment needed to support the FOQA program
* Manage all stakeholder requests for special FOQA reports and information
* Create flight animations for use in Flight Operations and Training departments, to include recreation of actual incidents/accidents.
* Participates in FOQA Monitoring Team and Steering Committee meetings
* Represents US Airways at industry FOQA related meetings
* Perform other duties and functions as directed by the Sr. Manager Flight Safety Assurance & Compliance
* Direct and coordinate a life cycle quality program for assigned flight systems and QAR components.
* Advise the CO and Director of Flight safety, Director of Engineering on all matters pertaining to quality.
* Participate in the formulation of command policy as a member of the Command Executive Policy Board and provides input to COMFRC regarding policy decisions affecting quality at all FRCs.
* Investigate and report resolution of quality problems originating from fleet activities.
* Be the focal point for technological advances and continual improvement in quality.
* Appraise and evaluate the effectiveness of quality efforts in the FRC field activities, and venders/suppliers of materials and services.
* Provide technical guidance and services regarding quality matters to other departments within the command and fleet activities through a formalized, on-site visitation program, and field team membership.
* Evaluate and determine the capability of systems and processes to consistently produce quality products and services by applying statistical process control techniques to monitor processing and assembly procedures of aircraft, engines, and components.
* Manage a comprehensive audit program that encompasses all programs and processes across the CAAB & ICAO per this instruction.
* Ensure ICAO compliance.
* Accomplishes quality assurance human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
* Achieves quality assurance operational objectives by contributing information and analysis to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; identifying and resolving problems; completing audits; determining system improvements; implementing change.
* Meets quality assurance financial objectives by estimating requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Develops quality assurance plans by conducting hazard analyses; identifying critical control points and preventive measures; establishing critical limits, monitoring procedures, corrective actions, and verification procedures; monitoring inventories.
* Validates quality processes by establishing product specifications and quality attributes; measuring production; documenting evidence; determining operational and performance qualification; writing and updating quality assurance procedures.
* Maintains and improves product quality by completing product, company, system, compliance, and surveillance audits; investigating customer complaints; collaborating with other members of management to develop new product and engineering designs, and manufacturing and training methods.
* Prepares quality documentation and reports by collecting, analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations.
* Updates job knowledge by studying trends in and developments in quality management; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* **Responsibilities as Information Technology Manager:**
* Accomplishes information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
* Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
* Directs technological research by studying organization goals, strategies, practices, and user projects.
* Completes projects by coordinating resources and timetables with user departments and data center.
* Verifies application results by conducting system audits of technologies implemented.
* Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
* Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
* Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.
* **Responsibilities as Technical Officer:**
* Implements and maintains methods and procedures in accordance with approved goals and objectives; assigns tasks; plans, schedules and coordinates work flow.
* Ensures compliance with standards for quantity and quality of work including safety by reviewing work for adherence to those operational standards.
* Evaluates performance by reviewing and discussing work performance on an ongoing basis; conducts formal performance appraisals by applying performance measures in a written evaluation; discussing performance expectations and providing feedback on past performance.
* Participates in human resources activities such as recruitment and selection, plans and schedules training and development to meet operational and personal goals.
* Installing and configuring computer hardware operating systems and applications;
* Monitoring and maintaining computer systems and networks;
* Talking staff or clients through a series of actions, either face to face or over the telephone to help set up systems or resolve issues;
* Troubleshooting system and network problems and diagnosing and solving hardware or software faults;
* Replacing parts as required;
* Providing support, including procedural documentation and relevant reports;
* Following diagrams and written instructions to repair a fault or set up a system;
* Supporting the roll-out of new applications;
* Setting up new users' accounts and profiles and dealing with password issues;
* Responding within agreed time limits to call-outs;
* Working continuously on a task until completion (or referral to third parties, if appropriate);
* Prioritising and managing many open cases at one time;
* Rapidly establishing a good working relationship with customers and other professionals, e.g., software developers;
* Testing and evaluating new technology;
* Conducting electrical safety checks on computer equipment.
* **Major Achievements:**
	+ - Develop business across the globe at 17 countries with sustainable business revenue.
		- Managed different development projects.
		- Experienced in development of project proposals in review process.
		- Awarded of Best Employee for Best Outstanding Customer Services in 2005.
		- Awarded Special Responsibility Allowance (SRA) several times for special services with International Organizations and High Commissions and Embassies of Many Countries.
		- Able to procedure constructive ideas.
		- Became a representative of the Company.
		- During my Professional career I was assigned as an ICT Manager to the NDI (National Democratic Institute) of Dhaka, DANIDA, Embassy of Netherland, Embassy of Sweden, Embassy of VIETNAM, Indian Embassy of Dhaka, PHD and so on.

**Computer Proficiency:**

### Quite familiar with the Computer operation on various programs on aday-to-daybasis.

### Basic Idea of Intranet, E-Commerce and Web page design.

### Microsoft office User Specialist (MOUS)

###### Computer Made Easy

###### Introduction To The Web

* + - **Ms Windows:** Microsoft Windows 98/2000/XP (Beginning,Intermediate and

 Advanced)

* + - **MS Word :** Microsoft Word 2000 (Beginning, Intermediate andAdvanced)
		- **MS Excel :** Microsoft Excel 2000 (Beginning, Intermediate and Advanced)
		- **MS Access :**  Microsoft Access 2000 (Beginning, Intermediate).
		- **MS Power Point:** Microsoft Power Point 7.0 (Beginning, Intermediate).
		- **MS HTML :** Microsoft HTML .
		- **Ms FrontPage :** Microsoft Front Page.
* **A+Certification**
* Core Hardware
* Operating System
* **MCSE (Microsoft Certified System Engineering) Certification**
	+ - * Microsoft windows 2000 Network and Operating System Essential.
			* Implementing Microsoft Windows 2000 Professional and Server.
			* Implementing a Microsoft Windows 2000 Network Infrastructure.
			* Implementing and Administering Microsoft Windows 2000 Directory Services.
			* Designing Security For a Microsoft Windows 2000 Network.
			* Installing Configuring and Administering Microsoft Exchange 2000 Server.
			* Deploying and Managing Microsoft Internet Security and Acceleration Server 2000.
* **Cisco Certified Network Associate (CCNA) Certification**
	+ - Introducing to Cisco Networking technologies (INTRO).
		- Interconnecting Cisco Networking Devices (ICND).
* **Cisco Certified Network Professional (CCNP) Certification**
	+ - Building Scalable Cisco Internetworks (BSCI).

**Communication Skill:**

* Excellent numerical, administrative, communication & interpersonal skills.
* Excellent command over English, both in verbal & written.
* Understand Malaysian Malay Language.
* Devoted to duty and determined to ensure quality of service.
* Able to prepare and implement strategic planning.

**Personal Information:**

* Date of birth : 1st December, 1984.
* Religion : Islam.
* Nationality : Bangladeshi.
* Race : Bangladeshi.
* Marital Status : Single

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| **Shahjada Khairul Kabir (Rumi) – 1851162**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |