

CURRICULUM VITAE

MD AL MAMUN MD SURUZZAMAN

Mob : 34018910

Email : tabmechanical@gmail.com



OBJECTIVE

Seeking a position in an aggressive organization where my experience and enthusiasm will have application and prove as an asset to the company.

PERSONAL DATA

Date of Birth : 15-05-1984
Nationality : Bangladeshi
Gender : Male
Marital Status : Married
CPR No. : 840556012
License No. : 840556012
License Expiry : 08-09-2023

LANGUAGE KNOWN

- ❖ English
- ❖ Hindi
- ❖ Bangali

EDUCATIONAL QUALIFICATION

- ❖ BA Completed

WORK EXPERIENCE

- ❖ 4 year worked as a SuperVisor in Hoor AL Jenan Contracting, Bahrain (1-01-2010 to 1-02-2014)
- ❖ Presently Worked as a Manager in Tab Mechanical Contracting , Bahrain (1-03-2014 to Till date)

COMPUTER SKILLS

- ❖ Advanced level usage of MS Office- Word, Excel, PowerPoint.

DUTIES & RESPONSIBILITY

- ❖ Hiring and staffing
- ❖ Training new employees
- ❖ Coaching and developing existing employees
- ❖ Dealing with performance problems and terminations
- ❖ Supporting problem resolution and decision-making
- ❖ Conducting timely performance evaluations
- ❖ Translating corporate goals into functional and individual goals
- ❖ Monitoring performance and initiating action to strengthen results
- ❖ Monitoring and controlling expenses and budgets
- ❖ Tracking and reporting scorecard results to senior management
- ❖ Planning and goal-setting for future periods

STRENGTH & skills

- ✚ Able to work as a team or independently.
- ✚ Open approach, co operative & Communicative skill
- ✚ Hard working, fast learner
- ✚ Sincerity towards employment & employer
- ✚ Good Communication Skill
- ✚ Self-Motivated
- ✚ Confident & Ready to take any task

DECLARATION

I, do hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

MD AL MAMUN MD SURUZZAMAN