

CURRICULUM VITAE

PERSONAL RECORD

Application for (Job title) : Document Controller/QA-QC/Office Assistant/IT Assistant
Name : MD. SUZON ISLAM
Present Address : Manama, Kingdom Of Bahrain.
Cell Phone No : +973 38082908
E-mail : sujonislam1996@gmail.com , pabnanews1@gmail.com
LinkedIn : <https://www.linkedin.com/in/sujon-islam-72194615a/>

Profile Summary :

Document Controller I have More than 05 Years' Experience of Working in the Field. Airport Modernization Program, Medicine Company, Nuclear Power Plant Civil Construction Site, Training on Economic and Trade Reporting From CCD. & Skill Training and Enhancement Project, Canada TF Dhaka, Bangladesh.

Skill And Competencies :

Office Application, PM Web, Aconex, Butterfly

I Have Experience Access Knowledge in various Operating system. 1. Creating Daily New Inspection Report and Material Inspections Report. 2. Inspecting Site and Recording the data as requested by the engineers. 3. PM web load Uploading and Creating. 4. New Records of IR and MIR in PM web. 5. Scanning and Filling the Documents (IR and MIR) Encoding (IR and MIR). 6. Receiving Documents from the consultant and Stamping. 7. Distribution of Documents as per the discipline to desired Engineer. 8. Office Assistant (Contracting) 9. Maintaining daily records (Attendance) of the Employees. 10. Monthly Invoice Calculations 11. Time Card Calculations 12. Follow-ups on the invoices and Employee Time Sheets 13. Filing and scanning the documents and putting them in the respected Files. 14. Creating and Opening a New File/Record. 15. Image Editing, 16. Image Illustration, 17. Page Makeup & Output, 18. Graphic Design, and Experience in Basic Internet and mail Browsing, Video Editing Concept. Microsoft Word, Adobe Photoshop, Adobe Illustrator, Customer facing role, Working with computer systems, Handling a varied workload, Explaining processes in a clear, friendly manner, Presenting a smart, professional appearance at all times, Shift work, Working with computer systems, Handling confidential information, Problem solving using initiative, Putting customers at ease in stressful situation.

Mention special training course: Training on Economic and Trade reporting From CCD. & Skill Training and Enhancement Project, Canada TF Dhaka, Bangladesh.

Driving Course, Electronics, Computer Basic Internet Email Online marketing, Etc.

Company:

Arkan Itihad Development Co. W.L.L

Current work experience

Arkan Itihad for ARABTAC /TAV /JV

Client : Bahrain Airport Company (BAC)
Designation : Office clerk (QA/QC Department)
Duration : from November 2017 Till Present
Project Name : Bahrain International Airport Modernization Project. (BIAMP) Location : Muharraq, Bahrain.

Arkan Itihad for ADPI

Client : Bahrain Airport Company (BAC)
Designation : Document Controller (DCC Department)
Duration : from October 2017 to November 2017
Project Name: Bahrain International airport modernization project. (BIAMP) Location : Muharraq, Bahrain.

EMPLOYMENT RECORD:

Year	Employer	Position Held
From Nov 2017 to till now	BIAMP Bahrain.	QA/QC-DCC & Office Clerk
From Feb 2017 to Oct 2017	Nuclear Power Plant Construction Project	QA/QC IT
From Feb 2015 to Jan 2017	Rtv Channel	District Correspondent
From June 2013 to Jan 2015	Pathfinder ICT Group	IT Assistant
From Jan, 3 rd 2012 to 1 st Feb.	BKTTC, Canada Skill Project, Dhaka	Electronics Teachers Training
From Oct, 2011 to Jan, 2012	Edruc Limited (Pharmaceutical)	Office Clerk

Education:

Year	Board	Degree	Subject	GRADE
2012	Technical	S.S.C	Science	A
2015	Technical	H.S.C	Science	A
2018	ADUST, Dhaka	B.Sc.	C.S.E	3.27 In Scale of 4.00

Mention special training course: Training on Economic and Trade reporting From CCD. & Skill Training and Enhancement Project, Canada TF Dhaka, Bangladesh.

Driving Course, electronics, Computer Basic Internet Email Online marketing, Etc.

Interpersonal skills managed and deal with a group of people in social community circle Teamwork with diverse people.

English language : English, Urdu, Hindi & Basic Arabic.

Mention why you want to join our company:

I like to join your famous company to increase my professional skill and career Development.

Mention club, social organization you have been associated with (For Example):

I have been associated with Cultural Organization, Drama society etc.

Place :

Date :

Signature

(Md Suzon Islam)

COVER LETTER

To,
The Manager,

SUBJECT: Applying For Post “Document Controller / Office Assistant / IT Assistant / QA-QC”

Dear Sir,

Here by I am forwarding my Resume for your kind consideration. Analysis, my resume will reveal extensive knowledge & experience in the field of dcc & computer operating system.

Furthermore, my sense of initiative and responsibility and my desire to meet all challenges assure me that, I possess the required set of personal qualities that would make me a valuable contributor to your team. I am available for a meeting at your earliest convenience to further discuss my background and how I might contribute to your organization. Thanking you in advance for your time and kind attention. Objectives, I can be reached at the phone numbers listed on my resume.

Thank you for your time and consideration.

Sincerely,

Md Suzon Islam

Mobile: 0097338082908

Email: sujonislam1996@gmail.com