Md. Fahad Rahman

Mechanical Engineer with
Administrative Expertise

Dynamic professional with a background in mechanical engineering, administrative, and finance roles, coupled with a passion for programming. Strong problem-solving abilities and adaptability across diverse environments. Seeking opportunities to leverage skills in both technical and administrative domains for organizational success.

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https://github.com/fahad9993

PROFESSIONAL EXPERIENCE

Admin and Accounts Officer

HISP Bangladesh Foundation

January 2022 – May 2022   *Dhaka, Bangladesh*

– Performed assigned tasks in collaboration with teammates

– Organized/Supported face-to-face and/or virtual team meetings

– Managed HR Operations including employee documentation, salaries, leaves, promotions, and other related matters

– Kept track of different projects, and provide reminders to the assigned teams and maintain liaison with the stakeholders

– Prepared reports, presentations, and financial reports for different projects or research

– Facilitated the teams with innovative ideas for projects

Administrative Assistant

World Health Organization

January 2020 – October 2021   *Dhaka, Bangladesh*

– Drafted and finalized technical reports including program status and the outcome, achievements, goals, and objectives of the project being implemented in Cox's Bazar for the Forcibly Displaced Myanmar Nationals (FDMNs)

– Prepared ad-hoc reports on program implementation and the status of any particular issue

– Prepared field visit reports, the financial report of the program, and the on-demand COVID-19 situation report in the FDMN camps

– Provided administrative and secretarial support to provide health interventions to the FDMNs

– Drafted SOPs with inputs from stakeholders and joint consultative meetings, MoU with different stakeholders, and proofread various guidelines, books, reports, and other writings; replied to general and administrative correspondence and finalized those

– Managed mail, queries, and visitors with tact and discretion

Administrative Assistant

Directorate General of Health Services

November 2017 – November 2018   *Dhaka, Bangladesh*

- Contributed to the development of guidelines on clinical management for the FDMNs prepared by CSC, DGHS
- Participated in the development of different manuals and guidelines
- Contributed to the preparation of the epidemiological report of the diphtheria outbreak in the FDMN camps
- Provided administrative and secretarial support to provide health interventions to the forcibly displaced population
- Provided support for signing MoU and other documents

CORE COMPETENCIES

LANGUAGES | C • Python

FRONT-END DEVELOPMENT | HTML • CSS • JavaScript • React.js • Next.js

BACK-END DEVELOPMENT | Node.js • Express.js • MongoDB • API

APP DEVELOPMENT | React Native

TYPESETTING | LaTeX

SOFTWARE | MS Office • Solidworks • AutoCAD • Matlab • Illustrator

EDUCATION

BSc in Mechanical Engineering
Bangladesh University of Engineering and Technology (BUET)

May 2012 – September 2017

THESIS

Modification of the Experimental Setup for Measuring Viscoelastic Response of Super Elastic Shape Memory Alloy (SMA) Rod under Bending and Twisting

COURSEWORK

Introduction to Thermodynamics: Transferring Energy from Here to There [↗]

University of Michigan (offered through Coursera)

REFERENCES

Prof. Dr. Be-Nazir Ahmed
Former National Consultant
Directorate General of Health Services (DGHS)
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Dr. Md. Amiruzzaman
Treasurer
HISP Bangladesh Foundation
✉ zamanamir25@gmail.com