

Md. Sajedul Islam Sourov

Address: House-60, Road-13, DIT Project
Merul Badda, Dhaka-1212
Mobile: (+88) 01784-086786
Email: sajedulsourov@gmail.com



Career Summary

- Assistant Engineer with experience in project management, electrical substation execution, manufacturing, and supervision.
- Currently working in the Project Management Department of Betco Power Limited, contributing to planning, coordination, site supervision, and commissioning of power projects.
- Previously served as an Assembly Supervisor in a large-scale manufacturing environment.
- Strong team player with proven communication, coordination and problem-solving abilities.

Career Objective

To develop a professional career in project management and power sector engineering by contributing to the safe, timely, and quality execution of projects while continuously enhancing my technical and managerial skills.

Key Proficiencies

- Site supervision & execution control
- Project coordination & teamwork
- Critical thinking & problem-solving
- People management
- Communication & negotiation
- Judgment & decision-making
- Emotional intelligence
- Service orientation
- Cognitive flexibility

Professional Experience

Betco Power Limited.
(Substation Manufacturing Company)

Designation: Assistant Engineer (Project Management Department)
Location: DOHS Mohakhali, Dhaka
Duration: October 2023 – Present



Key Responsibilities:

- Assist in planning, execution, and monitoring of electrical substation projects.
- Coordinate with contractors, consultants, vendors, and site engineers to ensure smooth project execution.
- Supervise site activities to ensure work is completed as per approved drawings and technical specifications.
- Support material planning, delivery tracking, and inventory coordination.
- Participate in testing, commissioning support, and project handover activities.
- Maintain project documentation and provide regular progress updates to senior engineers.
- Participate in project close-out activities and lessons-learned documentation.
- Prepare daily, weekly, and monthly progress reports with photographs.

Minister Hi-Tech Park Ltd
Manufacturer and distributor of electronics and home appliances.



Designation: Assembly Supervisor (Refrigerator Production)

Location: Trishal, Mymensingh

Duration: November 2022 – September 2023

Key Responsibilities:

- Supervised daily refrigerator assembly operations to meet production targets.
- Ensured correct assembly according to standard operating procedures and manufacturer specifications.
- Monitored assembly line workflow and coordinated with team members to improve efficiency.
- Conducted quality inspections and identified defects for corrective action.
- Reported quality and production issues to the Production Manager.
- Guided workers to improve productivity and performance.
- Ensured compliance with health and safety regulations.
- Prepared daily production, performance, and status reports.
- Participated in production meetings and continuous improvement initiatives.

Internship:

Keya Group of Industries

Cosmetics & Knit Composite Division

Jarun, Konabari, Gazipur

Academic Qualifications

- B.Sc. in Electrical & Electronics Engineering from Green University with CGPA: 2.66 out of 4 in 2024
- Diploma in Mechatronics Engineering from Rajshahi Polytechnic Institute with GPA: 2.88 out of 4 in 2019
- SSC in Science from Bogura YMCA Public School & College with GPA: 4.88 out of 5 in 2014

Participation, Training & Certifications

Skill Competition 2018

Organized by: Skill & Training Enhancement Project, Ministry of Education, Bangladesh

Computer Skills

- Microsoft Word, Excel & PowerPoint
- AutoCAD (2D)

Language Proficiency

- Bangla: Fluent
- English: Fluent

Personal Information:

NID: 5554026699, DOB: 26 June 1999

Permanent Address: Thengamara, Post- Nisindara, Bogura Sadar, Bogura-5800

Referene:

- **Modassirul Islam Rizon**, Major, Bangladesh Army,
Mobile:(+88) 01769-330009, Email: rizon2010@gmail.com
- **Md. Rashedul Islam**, Assistant Director (On Leave), Bangladesh Bank,
Graduate Researcher at Clemson University, SC, USA,
Mobile: +18647657181, Email: mdrashi@clemson.edu

Signature