

Shihab Uddin

Present Address: KA-32/1 Joar Shahara, Olipara Road, Dhaka-1229

Email: shihab.uddin8651@gmail.com

Contract Cell No: +8801630-118977



Career Objectives:

To obtain a challenging position in a reputable organization where I can utilize my skills and knowledge, contribute to the Organization growth and develop my professional carrier.

Work Experience:

- Project Management Consultancy.
Employer: Pegasus International (UK) Ltd.
Client: Titas Gas T&D Public Limited Company.
Project Name: Smart Metering Energy Efficiency Improvement Project.
[Installation of prepaid Gas Meter for TGTDC]
- Funding Organization: Asian Development Bank (ADB), Govt. of Bangladesh (GOB), and Titas Gas T&D PLC.

Work Description:

- Project management support.
- Review and updating of data/information of existing studies.
- Pre-survey to assess the level of awareness and understanding of residential customers on safe and efficient use of domestic gas applications and SPGMs.
- Site survey to finalize the customers for SPGM installation.
- Cost estimate based on the basis of site survey result.
- Operating computer systems and ensured smooth performance
- Enter, update, and maintain data and records.
- Assisting in preparing reports and official documents.
- Additional clerical tasks as assigned given by the management.
- Providing support in daily administrative office activities.

Technical Skills:

- Basic computer proficiency (MS Word, Excel, PowerPoint, Internet Browsing)
- Data Entry & Database Management.
- Basic Accounting / Expense Monitoring.
- Good teamwork and collaboration ability.
- Quick learner with problem-solving capability.
- Presentation Preparation & Reporting.
- Report writing and documentation skills.
- Planning and project management ability.

Others Skill:

- Excellent Communication & Interpersonal Skills.
- Leadership and Team Management.
- Time Management & Organizational Skills.
- Strong communication and organizational abilities.
- Ability to work under pressure and meet deadlines.

Language Proficiency:

Language	Speaking	Reading	Writing	Listening
Bangla	Excellent	Excellent	Excellent	Excellent
English	Medium	Excellent	Excellent	Excellent

Academic Qualifications:

- **Bachelor of Business Administration (BBA):**
Subject: Management.
National University, Bangladesh.
Passing year: 2023
- **Higher Secondary Certificate (HSC):**
Group: Business Studies
Board: Comilla
Passing Year: 2019
- **Secondary School Certificate (SSC):**
Group: Business Studies
Board: Comilla
Passing Year: 2017

Personal Information:

Father's Name : Abdur Rob Miazi
Mother's Name : Nasima Begum
Permanent Address : Village: Shokdirampur, P.O: Chandra (3651), P.S: Faridganj, District: Chandpur.
Date of Birth : 01 May, 2001
Gender : Male.
Nationality : Bangladeshi
Religion : Islam
NID :

Reference:

Engr. Syed M Osman Ghani
Chef Engineer,
Pegasus International (UK) Ltd.
Contract Cell No: +8801731-515515

Declaration:

I, hereby declare that the above statements are correct and complete to the best of my knowledge.



Signature
Shihab Uddin