

CURRICULUM VITAE

TAOSIF KAMAL MUNIM

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Adabor, Mohammadpur, Dhaka-1207
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Career Objective:

Motivated and hardworking individual seeking an opportunity to utilize my skills and knowledge in a professional environment while contributing to the growth and success of the organization. Eager to learn, develop new abilities, and build a successful career through dedication and teamwork.

Job Experience:

SL No	Company Name	Designation	Duration	Name of Project	Job Responsibilities
1.	Probashi Polli Group	Senior Executive	From 1 st April 2026 to Present.	Purbachal Probashi Polli & Dhaka Mawa City.	★Identify new business opportunities and customer needs to generate the sales lead. ★Buildup a wide range of network and keep updating the prospective customer index. ★Maintain a good relationship with existing clients and ensuring high levels of customer satisfaction. ★Market assessments, sales trends analysis and ★Land sales movements to ensure development of a robust business plan and its implementation. ★Responsible to meet the sales target with proper planning.

					★Monitor and collect data about the activities of market competitors.
2.	Padma & Associates Engineering Limited (PAEL)	Engineer (civil)	From 1 st August 2023 to 30 th March-2026	Special Beautification work of South plaza attached National Parliament Building of Bangladesh and Construction to 6 Stores Mosque building at Azimpur Govt. Officers Quarter (Zone-A).	★Plan, coordinate, and supervise engineering and construction projects ★Ensure projects are completed on time, within budget, and according to specifications ★Prepare project schedules, budgets, and work plans ★Coordinate with clients, consultants, contractors, and site teams ★Monitor project progress and resolve technical or operational issues ★Review engineering drawings, designs, and technical documents Ensure quality control and compliance with safety standards and regulations ★Manage project resources, including manpower, materials, and equipment ★Conduct site inspections and monitor construction activities ★Prepare project reports, documentation, and progress updates ★Assist in procurement and material planning for project execution ★Ensure effective communication among all project stakeholders ★Identify project risks and implement corrective actions when necessary

					★Support testing, commissioning, and final project handover processes ★Maintain accurate records of project activities and expenses.
3.	Dalas Enterprise	Project Engineer	From October 2019 to October 2020	Construction of Fire Service & Civil Defence Station Building, Gazipur.	To Supervision this site, Lay out, foundation work & others.

Professional Skill:

SL No	Name of Authority	Description	Duration	Skill
01	IsDB-BISEW	Architectural & Civil CAD	Oct. 2020 to Aug. 2021	MS Office, Auto CAD, 3D MAX, Revit, Photoshop.
02	Patuakhali PWD Division, Patuakhali.	Industrial Training	Feb, 2019 to May 2019	To know about construction work as per Design.

Educational Qualification

Name of Degree	University/Institute Name	Department	CGPA	Passing Year	Board/ University
B.Sc in Engineering	University of Information Technology and Sciences	Civil Engineering	3.43 (out of 4.00)	2023	UITS, Baridhara, Dhaka.
Diploma-in-Engineering	Patuakhali Polytechnic Institute, Patuakhali	Civil Technology	3.56 (out of 4.00)	2019	BTEB, Dhaka.
SSC	Gachani Secondary School, Dashmina, Patuakhali.	Science	4.89 (out of 5.00)	2015	Barishal Education Board.

Computer Skill:

Office Suite: MS Word, Excel, Power point, MS project, Internet Browsing.

Drafting Software: Auto CAD, 3D MAX, Revit, Photoshop, ARC GIS, ETABS.

Language Proficiency:

Bangla & English (Reading, Writing, Specking).

Personal Details:

Name

Father's Name : Taosif Kamal Munim.

Mother's Name : Mostofa Kamal.
: Taslima.

Date Of Birth : 4th February ,1999

Nationality : Bangladeshi. (NID: 7801809646)

Blood Group : B+ (ve).

Gender : Male.

Religion : Islam.

Permanent Address : Village- Gachani, P.O: Gachani-8630,
Upazila: Dashmina, District: Patuakhali.

Reference:

Md. Alius Hossain Assistant Engineer Public Works Department (PWD) Head office, Segunbagicha, Dhaka-1000 Cell no.+8801740974491.	Md. Hiron Mia Senior Assistant Engineer Ground Floor, Administration Building Sher-E-Bangla Agricultural University, Dhaka. Cell No. +8801736-743024
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Declaration:

I do hereby declare that the above information is true and correct to the best of my knowledge.



Taosif Kamal Munim