

Curriculum Vitae  
**MOHAMMED ABDUL KARIM**



📍 Holding No – 2588, 100 Feet Road, Natun Bazar, Vatara, Dhaka.  
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### **CAREER SUMMARY**

I have been working for eleven (11) year experience as an **Office Executive** in the area of Administration, Procurement and Technical in the High Commission of Malaysia, Dhaka. Expectation to work on a large platform to build a more prosperous career.

### **EDUCATION**

Name of Degree	Board / Institution	Group / Subject	Results	Passing Year
B. Sc.in Engg.	Atish Dipankar University of Science & Technology, Dhaka	Computer Science & Engineering	3.24 of 4.00	2019
Diploma in Engg.	Cumilla Polytechnic Institute, (BTEB, Dhaka)	Electronics Engineering Technology	2 <sup>nd</sup> Division	1998
SSC	Cumilla Board	Science	1st Division	1994

### **PROFESSIONAL EXPERIENCE**

#### **Position: Office Executive (Administration, Procurement and Technical),**

February 2013 – February 2024

High Commission of Malaysia, Dhaka.

#### **Administrative Duties and Responsibilities:**

- ❖ Specially working as an aide to Admin Chief & the Head of Chancery of Administration, Procurement and Technical.
- ❖ Provide administrative assistance to Admin Chief, aiding in logistical arrangements for various events such as Meetings, Welcome & Farewell party, Seminar, National Day, training and workshops.
- ❖ Provide Protocol service as needed to Foreign and Domestic visitors (VIP),
- ❖ Controlling official dispatch, Press & printing, Prepared Employee's Office ID card Etc.

#### **Technical Duties and Responsibilities:**

- ❖ Install, configure and updating operating systems, IT products and applications software as necessary.
- ❖ Maintaining official Purchase of electrical, electronics and computer equipment, coordinating repairs as needed by self / through technical vendor such as Desktop computer / Laptop, Photocopy machine, Scanner, Printer, Fax machine and Multimedia projector etc.
- ❖ Oversee the maintenance and repair work of electrical / mechanical by self / through technical vendor of Embassy and Official Residence such as Generator, AC, Refrigerator, Washing machine and other Home Appliance.

### **PREVIOUS PROFESSIONAL EXPERIENCE**

#### **Position: Assistant Engineer, Dec 1998 - April 2009.**

Electro Industries Co. Jeddah, Saudi Arabia.

#### **Job Responsibilities of Electrical Manufacturing Products - 6 year.**

- ❖ Power Distribution Cabinet, Meter Box (Single, Double & Quadruple),
- ❖ Junction Box,
- ❖ Electrical Control System, Fiber Optic Equipment, Etc.

**Job Responsibilities as CNC Machine Operator & Programmer on CAD, CAM- 4 year.**

Machine: Flexi CAM, Software - Art CAM, Water JET, Software - Shop CAM, Design by – Auto CAD.

Products and Materials:

- ❖ Interior & Exterior Design 3D Letter & Signs (McDonalds, Burger King ,KFC, AlBaik)  
Materials - Plastics Acrylic, Clear Acrylic, MDF, Forex Etc.
- ❖ Interior & Exterior Design (2D) with Aluminium Composite Panel (Al-polic, Bolliya) Such as:  
Pylons Facis, Kiosks Cladding, Canopy Cladding, Shade Design Etc.
- ❖ Special 3D Engraving Interior Signs, Craze and Aluminium Profile's Name Plate.

**Job Responsibilities on Solar Home System**

**Position: Operation Manager**, March 2011 - January 2013.

Integrated Development Foundation (IDF), Dhaka.

**TRAINING**

- ❖ **Professional Development and Integrity** , December, 2018  
High Commission of Malaysia, Dhaka.
- ❖ **Auto CAD Professional on 2D, 3D**, August – October, 2002  
Computer Training Institute | Industrial City, Jeddah, Saudi Arabia.

**KNOWLEDGE OF COMPUTER**

- ❖ Good command in Microsoft office suite (Word, Excel, PowerPoint.)
- ❖ Knowledge of official purchase / work order, e-mailing and Internet Browsing.
- ❖ MS teams, Zoom, WhatsApp, Team Viewer, and Skype etc.
- ❖ Easily adopt and install any necessary application software.

**LANGUAGE SKILL**

- ❖ Native in Bangla
- ❖ Intermediate in speaking and writing in English.
- ❖ Good in speaking in Hindi.

**Hobby:** Reading books, newspaper and travelling.

**PERSONAL INFORMATION**

Father's Name	: Karom Ali
Mother's Name	: Zarifa Khatun
Date Of Birth	: 1 <sup>st</sup> March, 1979
Permanent Address	: Vill. Purba Cholunda, PO - Hazat Khola-3570 PS- Lalmai, Dist. Cumilla, Bangladesh.
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Passport No.	: A14373050
National ID No.	: 1913333431733

**REFERENCES**

Mr.Mahfuzur Rahman  
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Signature