



Rakib Hasan

Passport: A14038565

Work permit: Qatari

Date of birth: 12/05/1997

Place of birth: Chattogram, Bangladesh

Nationality: Bangladeshi

CONTACT

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ABOUT ME

Electronic and Telecommunication Engineer with hands-on experience in operational efficiency and technical problem-solving, currently contributing as an Operations Engineer at Al Maliki Khaas Trading, Qatar. Leveraging a versatile background in administrative roles at MJN Travels and customer service (Cashier at Plan B Restaurant), I bring strong organizational, multitasking, and interpersonal skills to optimize workflows and deliver solutions in dynamic environments. Committed to applying technical expertise and adaptability to drive innovation and support organizational growth.

WORK EXPERIENCE

AL Maliki Khaas Trading Doha , Qatar

Operations Engineer

01/06/2025 – Current

- Identifying bottlenecks and implementing efficiency improvements.
- Tracking the performance of production systems and their integration Investigating technical issues and proposing corrective actions.
- Coordinating teams to ensure alignment of operations with business objectives.
- Oversee the procurement of goods.
- Managed relationships with suppliers, negotiate contracts, and ensure timely delivery of goods .
- Monitoring ERP Software Systems, forecast demand, and implementing inventory control measures to minimize costs and prevent stockouts .
- Coordinating logistics, including shipping, warehousing, and distribution, to ensure efficient movement of goods
- Managed Order Fulfillment and Processing.
- Implemented Quality Control and Assurance.
- Improved Operational Efficiency and implemented Process Improvement.

MJN Travels Chattogram, Bangladesh

Business or Sector Administrative and support service activities |

Email mjntravels3@gmail.com

Administrative assistant

01/10/2023 – 01/04/2025

- Processed commission payments and tracked agency earnings.
- Maintained accurate financial records and accounts.
- Managed employee records and benefits.
- Maintained compliance with employment regulations.
- Supported travel agents with documentation.
- Handled email and phone correspondence.
- Oversaw back office software implementation.
- Ensured proper data entry and record-keeping.

Plan B Restaurant Chowdhuryhat, fatehabad, Chattogram, Bangladesh

Cashier

01/02/2023 – 01/08/2023

- Implemented POS(Point Of Sale) system procedures, reducing transaction time.
- Maintained 99.9% accuracy in cash handling across 200 daily transactions.
- Resolved 95% of customer complaints at point of contact.
- Coordinated team operations during peak periods, maintaining 98% service quality.

- Managed daily sales report through POS system software .
- Managed petty cash, daily expenses.
- Collaborated with kitchen staff and servers to ensure smooth service flow.

EDUCATION AND TRAINING

01/01/2017 – 01/01/2023 Chattogram, Bangladesh

B.Sc In Engineering East Delta University

Website www.eastdelta.edu.bd | **Field of study** Electronic And Telecommunication Engineering | **Final grade** 3.13 |

Type of credits Open Credit | **Number of credits** 159 | **Thesis** An Automotive railway gate control system design

LANGUAGE SKILLS

MOTHER TONGUE(S): Bengali

Other language(s):

English

Listening C1

Spoken production B2

Reading C2

Spoken interaction B2

Writing B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Enterprise-Resource-Planning-Software (ERP) | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Point of sale (POS) system operation | production processes | engineering principles | Matlab/Simulink | analyse production processes for improvement | control system engineering | Optical Fibre Engineering | power electronics | Digital signal processing | telecommunications engineering | project management | DIGITAL LOGIC DESIGN

As an experienced Operations Engineer, I am seeking opportunities to leverage my skills and experience to contribute to a dynamic and growth-oriented organization. I am eager to bring my dedication and problem-solving abilities to a new challenge and am available for an interview at your earliest convenience.

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