HUMAUN KABIR



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PROFESSIONAL SUMMARY

Electrical Engineer with over 9 years of experience spanning power system consultancy and electrical manufacturing sector. Strong background in project management, with proven ability to bridge technical and management aspects to ensure project efficiency, cost control, and timely delivery. Skilled in implementing project management tools, monitoring KPIs, and supporting continuous improvement aligned with Lean and PMP principles.

KEY SKILLS

- Project Planning & Coordination
- Project Scheduling & Tracking
- Risk and Change Management
- Progress Monitoring & Reporting
- Cross-functional Team Coordination
- Utilization of manpower, machines, and materials.
- Process Improvement (Lean Methods)
- Client & Stakeholder Management
- Problem Solving & Decision Making
- Documentation & Quality Control
- MS Excel & Power Point and Trello

PROFESSIONAL EXPERIENCE

Assistant Manager (PMO)
JRC Powertech
Jul 2022 – Present

- Lead cross-functional works between factory, design, procurement, and project teams to ensure smooth workflow, material readiness.
- Assist in production planning and scheduling based on project requirements and delivery deadlines.
- Ensure production follows approved drawings, wiring diagrams, and technical specifications.

- Coordinate with design, procurement, warehouse, and QA teams to ensure smooth production flow.
- Monitor production targets, manpower allocation, and workflow efficiency
- Track work order progress to ensure smooth production flow and delivery schedules.
- Implement Lean Manufacturing tools such as 5S to improve productivity.
- Ensure workplace safety and compliance with electrical safety procedures.

Electrical Engineer (Project Engineer)
PUL Group
April 2017 – June 2022

- Feasibility study of existing 33 kV and 11 kV networks.
- Designed 33/11 kV substations for government projects.
- Performed load forecasting and voltage drop studies.
- Calculated fault levels and short-circuit analysis.
- Prepared technical reports and drawings using AutoCAD.

EDUCATION

Bachelor of Science in Electrical Engineering

American International University Bangladesh, Dhaka, Bangladesh
Year of Completion: 2016

CERTIFICATIONS

- Lean Manufacturing Masterclass.
- Project Management Professional (PMP) – Training

LANGUAGES

English – Professional Proficiency

Bengali – Native

REFERENCES

Engr. K.M. Hassan
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