TAIF MAHMUD
CURRICULUM VITAE

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CAREER OBJECTIVE

To pursue a career as an Electrical Engineer in national and International Organization that will provide the opportunity to develop my career in line with international standard.

EDUCATION

Degree & Passing Year	B.Sc. in Electrical & Electronic Engineering, 2017	Higher Secondary Certificate, 2012	Secondary School Certificate, 2010
Institution	American International University Bangladesh	Dhaka College	Ideal School and College, Dhaka
Result	CGPA: 3.38/ 4.00	GPA: 5.00/ 5.00	GPA: 5.00/ 5.00
Project & Thesis	Implementation of an autonomous Quad Copter	NA	NA

Note: NA stands for Not Applicable

WORKING EXPERIENCE

Designation : Officer
Name of Company : Berger Becker Bangladesh Ltd.
Department : Maintenance & EHS
Duration : November 2023 – continuing

Job Responsibilities:

- Develop and implement a comprehensive schedule for regular maintenance of all production and utility machinery.
- Coordinate with relevant teams to ensure minimal disruption to operations during maintenance activities.
- Establish and maintain a daily checklist for all machinery.
- Regularly inspect machinery, diagnose faults, and address issues promptly.
- Develop and implement emergency response protocols for immediate action during unexpected machinery failures or other emergencies.
- Train staff on emergency procedures and ensure their readiness to respond.
- Oversee and coordinate external contractors, engineers, and internal technical staff involved in maintenance activities.
- Ensure that work is carried out efficiently, safely, and within established timelines.
- Manage stocks of necessary supplies, spare parts, and equipment required for maintenance activities.

- Establish efficient inventory control procedures to avoid delays in repairs.
- Develop and regularly update Standard Operating Procedures (SOPs) for all maintenance tasks.
- Ensure that all staff members are trained on and adhere to established SOPs.
- Maintain detailed records of machinery faults, repairs, and maintenance activities.
- Use records to identify recurring issues, assess equipment performance, and plan improvements.
- Implement and oversee EHS activities to ensure compliance with both local regulations and group requirements.
- Conduct regular safety audits, inspections, and training programs.

Designation **:** Assistant Manager
Name of Company **:** SHIP AICHI Medical Service Ltd. (JICA-GHS Inc. joint venture Company)
Department **:** Facilities Management
Duration **:** April 2021 – November 2023

Job Responsibilities:

- Developing and implementing energy management strategies to reduce energy consumption and costs, and ensure that all MEP systems are operating efficiently.
- Developing plans and designs based on specifications and design guidelines
- Conducting research on current industry trends and technology advances to identify new materials, processes, and products that can improve efficiency or safety in designed project
- Overseeing the work of the facilities staff, ensuring that all tasks are being completed on time and to the required standards.
- Developing and implementing maintenance schedules for all MEP equipment, and ensuring that all maintenance work is completed efficiently and cost-effectively.
- Evaluating existing structures for safety, soundness, and compliance with building codes
- Assist in the scope review, budgeting and justification of MEP change work order.
- Coordination and administration of MEP related materials, systems and shop drawings submittals.
- Working with vendors and service providers to ensure that services are being provided as per contract and within budget.
- Consulting with vendors on design needs and providing recommendations
- Ensure that MEP Vendors provides and adheres to relevant Quality documentation/records.
- Overseeing the maintenance of inventory records, and ensuring that inventory levels are adequate to support operations.
- Maintaining open communication with all stakeholders, including the Facility Manager, staff, vendors, and customers, to ensure that all needs are being met and issues are being addressed in a timely manner.

Designation **:** Executive Engineer
Name of Company **:** XSERGY Ltd.
Department **:** Operation & Maintenance
Duration **:** December 2018 – March 2021

Job Responsibilities:

- Operation & maintenance of Generator Plant and Substation (4MVA).
- Performing scheduled maintenance and preventative repairs on all electrical systems, equipment, and machinery.
- Reviewing maintenance schedules and adjust them as necessary to keep systems functioning at peak levels.
- Operation and maintenance of HVAC System (Chiller, AHU, Cooling Tower, FCU, FAU etc.)
- ETP-STP, WTP maintenance and process control.
- Operation and maintenance of Boiler.
- Control system engineering of LPG plant and LPG distribution.
- Control system engineering of Central Oxygen plant and Oxygen distribution.
- Monitoring & Reviewing the Fire Protection & Detection system's operation and maintenance.
- Operation & maintenance of PA system.
- Liaison with Vendors/business partners
- Supervising contractors to ensure that work follows specifications and meets deadlines
- Ensuring that all plans meet regulatory requirements
- Consulting with vendors on design needs and providing recommendations
- Facilitate problem solving, as may arise, between MEP Vendors during construction.
- Validate design issues related to MEP and suggest alternative solutions.
- Assist in the receipt and review of MEP submittals.
- Supervise in the installation of MEP work.
- Direct, monitor and control the activities of MEP Vendors.
- Ensure that MEP Vendors provides and adheres to relevant Quality documentation/records.
- Ensure that MEP Vendors adheres to Project safety regulations.
- Planning and overseeing new marketing & project initiatives.
- Attending conferences, meetings, and industry events.
- Build contacts with potential clients to create new business opportunities.
- Meeting with different stakeholders (BPDB, PGCB, Petrobangla, GTCL, Power & Energy Division, etc. relevant Govt. Agencies).
- Keep prospective client database updated.
- Make calls for new business leads.
- Support in writing new business proposals.
- Maintain knowledge of all product and service offerings of the company.
- Arrange meetings for senior management with prospective clients.
- Follow company guidelines and procedures for acquisition of customers, submission of tenders

Designation : INSPECTOR (EEE)
Name of Company : British American Tobacco Bangladesh (BATB)
Department : Environment Health & Safety
Duration : May 2018 – November 2018

Job Responsibilities:

- Provide direction to designated areas within the BAT facility on all EHS issues.
- Maintain and implement EHS programs and processes.
- Conducts or coordinates EHS training and site-specific communications.
- Work with the plant management to ensure operational activities are risk assessed and ensure safe working procedures are developed and followed, with any identified hazards under proper control and contribute to continuous improvement efforts.
- Coordinate directly with EHS Manager to obtain guidance and support key initiatives.
- Interface with other members of the EHS team to align with EHS Managers targets and objectives.
- Provide support and leadership to site EHS committees.
- Support cross-functional teams to improve compliance processes and overall site EHS performance.
- Identification and timely submission of all applicable required EHS permits, licenses and registrations.
- Prepare and submit all EHS regulatory and company required reports.
- Provide support for the site emergency response plan and incident management team.
- Assist with new hire orientations as well as specific in-house safety training for employees and contractors on EHS topics and local rules as well as on the job-specific risks.
- Participate in site compliance audit activities (internal and external) and reviews necessary to meet company and regulatory requirements.
- Participate in the inspections of the facility and interface with inspectors and/or regulatory agencies
- Advise Project Managers, Proposal Managers and other members of project teams regarding EHS.

TRAINING

Name	:	Training on Introduction to Generation & Transmission System of Ghorashal Power Station of BPDB
Organization	:	IEEE (AIUB Branch)
Website	:	https://www.ieee.org
Duration	:	01 Day

LANGUAGE PROFICIENCY (Advance/ Intermediate/ Novice)

Language	Reading	Writing	Speaking
Bengali	Advance	Advance	Advance
English	Advance	Advance	Advance

COMPUTER SKILLS

Microsoft Office Packages	Word, Excel, Power Point
Engineering Software	Auto Cad 2D, MultiSim, Pspice
Operating System	Windows (Vista, 7,8, 10); Mac OS (Regular Version)
Video Editing	iMovie, Filmora, Adobe After Effect.

SKILLS & EXPERTISE

- ✓ Electrical Design
- ✓ Fire Safety
- ✓ EHS Guideline
- ✓ Business Development
- ✓ Tendering

INTERESTS

Reading	Traveling	Acting	Cricket	Football	Badminton	Photography

REFERENCE (S)

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