

TANZINA RAHMAN

102/103 Middle Halisahar, Nimtola, Chattogram

📞 Mobile: 01676571396

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Career Objective

A dedicated and skilled Electrical & Electronic Engineering professional with experience in project coordination, technical education, maintenance, automation, and ERP systems. Seeking to contribute expertise, leadership, and problem-solving skills to a dynamic organization while continuously enhancing professional growth and organizational success.

Professional Experience

ERP Project Coordinator (Enterprise Resource Planning Coordinator)

Talisman Performance Ltd, Chittagong

April 2024 - July 2025

- Coordinated ERP implementation and operational activities.
- Monitored project progress and maintained communication among departments.
- Assisted in process improvement and system optimization.

Technical Coordinator (Vocational Education Training, Child Protection Project - UNICEF)

COAST Foundation, Cox's Bazar, Chittagong

August 2023 - April 2024

- Supervised vocational training activities and technical operations.
- Coordinated project implementation and reporting.
- Worked closely with stakeholders to ensure successful project delivery.

Engineer (Monitoring, Audit Reporting, Maintenance & Automation)

KDS Steel Ltd, Chittagong, Bangladesh

June 2017 – June 2019

- Managed monitoring and maintenance operations.
- Prepared audit and automation reports.
- Assisted in troubleshooting and system maintenance.

Executive Engineer (Monitoring & Maintenance)

Apex Foods Ltd, Chittagong, Bangladesh

November 2016 – March 2017

- Conducted maintenance and monitoring activities.
- Ensured smooth operation of engineering systems.

Lecturer, Department of EEE

University of Information Technology & Sciences (UITS), Chittagong, Bangladesh

September 2011 – January 2016

- Conducted lectures and practical sessions for undergraduate students.
- Assisted students in academic projects and research work.

Lecturer, Department of EEE

Daffodil Institute of IT (DIIT), Chittagong, Bangladesh

November 2010 – September 2011

- Taught Electrical & Electronic Engineering subjects.
- Supported students in laboratory and academic activities.

Academic Publications

Thesis Paper

High Resolution Absolute Position Vernier Shaft Encoder

Journal Publication

Case Study for Bank ATM Queuing Model

Published in *IOSR Journal of Mathematics*

Educational Qualifications

Masters of Engineering (Electrical & Electronic Engineering)

Chittagong University of Engineering & Technology (CUET), Chittagong

CGPA: 3.13 out of 4.00 (Without Thesis)

Year of Passing: 2016

B.Sc. Engineering (Electrical & Electronic Engineering)

Chittagong University of Engineering & Technology (CUET), Chittagong

CGPA: 3.12 out of 4.00

Year of Passing: 2010

Higher Secondary Certificate (H.S.C.)

Chittagong College, Chittagong

Group: Science

CGPA: 4.70 out of 5.00

Year of Passing: 2004

Secondary School Certificate (S.S.C.)

Dr. Khastagir Govt. Girls' High School, Chittagong

Group: Science

CGPA: 4.63 out of 5.00

Year of Passing: 2002

Computer Skills

- Microsoft Windows Operating Systems
- MS Word, MS Excel, MS PowerPoint & MS Access
- Internet Browsing & E-mail Communication
- Networking Basics
- Adobe Illustrator
- Kobo Toolbox
- Microsoft Project Management
- Website Design & Development
- Data Analysis and Visualization using Python

Communication Skills

- Fluent in Bengali and English (both written and spoken)
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Training

- Women's Security Awareness Training by UNICEF
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Personal Information

Information	Details
Father's Name	Late Mr. Mojibur Rahman
Mother's Name	Mrs. Joynab Begam
Date of Birth	16 December 1986
Nationality	Bangladeshi
Religion	Islam
Permanent Address	102/103 Middle Halisahar, Nimtola, Bandar, Chattogram-4100

References

Ranu Tanchangya

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Salena Akter

Assistant Professor
Port City University, Chittagong
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