

# MD. JULHAS KHAN

**Address** : Parvez Vila, (3<sup>rd</sup> floor, D-1)  
1061/1 East Shewrapara,  
Kafrul, Dhaka-1216.

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## OBJECTIVE

Building up career in a challenging and rewarding arena at a renowned organization where honesty, sincerity, skill and performance are the criteria for one's appraisal and recognition.

## EXPERIENCE

**Company** : Myth Limited.

**Position** : Project Manager.

**Duration** : 1<sup>st</sup> January 2019 to Continuing.

### Major Responsibilities:

- i. Preparing of proposal, BOQ, Project planning, Monitoring, Estimation & Implementation to Project.
- ii. Supervision of all project activities.
- iii. Day to Day follow-up of the project site works and reporting.
- iv. Supervision of bill checking and measurement book writing.
- v. Maintaining requisition of materials.
- vi. Monitoring contractor work progress, quality with performance.
- vii. Quality control of interior and construction materials.
- viii. Ensuring wastage control during work & stacking materials.
- ix. To ensure timely completion of works as per schedule.
- x. Preparation of report on progress of interior and construction work under concerned project on timely basis.
- xi. Ensure overall safety arrangement of interior and construction site.
- xii. Ability to work under pressure.

**Company** : Myth Limited.

**Position** : Junior Project Manager.

**Duration** : 20 October 2016 to December 2018.

**Major Responsibilities:**

- i. Supervision of the project works directly.
- ii. Supervision of bill checking and measurement book writing.
- iii. Maintaining requisition of materials.
- iv. Monitoring contractor work progress, quality with performance.
- v. Quality control of interior and construction materials.
- vi. Ensuring wastage control during work & stacking materials.
- vii. Ensure overall safety arrangement of interior and construction site.
- viii. Ability to maintain contractor, labor and mason.
- ix. Ability to work under pressure.

**Company** : The Bengal One Creation Ltd.

**Position** : Site Engineer.

**Duration** : 01 November 2014 to 29 February 2016.

**Major Responsibilities:**

- I. Supervision of the project works directly.
- II. Supervision of piling, bill checking and measurement book writing.
- III. Maintaining store, requisition of materials.
- IV. Monitoring contractor work progress, quality with performance.
- V. Quality control of construction materials.
- VI. Ensuring wastage control during work & stacking materials.
- VII. To ensure timely completion of works as per schedule.
- VIII. Ability to maintain labor and mason.
- IX. Ability to work under pressure.

## EDUCATIONAL QUALIFICATIONS

Exam Title	Concentration/ Major	Institute	Result	Passing Year
Bachelor in Engineering	Civil Engineering	Presidency University	3.19 (Out of 4)	2019
Diploma in Engineering	Construction	National Polytechnic Institute, Dhaka	3.17 (Out of 4)	2014
H.S.C	Science	Narayngonj University College (under Dhaka Board)	2.90 (Out of 5)	2010
S.S.C	Science	Khasmahal Baluchar High School (under Dhaka Board)	3.56 (Out of 5)	2008

## TRAINING

Course Name	Institution Name	Duration	Achievement
AutoCAD	AutoCAD Training Institute & Consultants	01 February 2015 to 30 April 2015	"A" Grade
Computer Certificate Course	Farmgate Technical Centre	July 2006 to June 2007	"A" Grade

## SKILLS

### Computer skill:

- Expertise in Microsoft Office – **Excel, Word, Power Point**
- Excellent command over **Internet** (browsing and other type of search)
- Typing Skills (English 40 words per minute, Bangla 25 Words per minute)

### Language skill:

- Strong written and verbal communication ability in Bangla
- Moderate command in English

## PERSONAL CAPABILITY

- Ambitious and self motivated
- Flexible with an ability to adapt to changing environments
- Ability to work efficiently under pressure
- Quick learner with an ability to grasp new ideas, concepts, and methods
- Willing to accept responsibility and perform accordingly
- Personable, able to create long-term relationship

## PERSONAL DETAILS

Date of birth : 11 March 1991  
Nationality : Bangladeshi  
National ID No. : 19915917411000456  
Marital status : Single  
Gender : Male  
Religion : Islam  
Blood group : B (+ve)  
Father's name : Abdul Khalek Miah  
Mother's Name : Rokeya Begum  
Height : 5'-8.5"

## CONTACT ADDRESS

Permanent address: Village : Khashmahal Baluchar  
Post Office : Khashmahal Baluchar  
Police Station : Shirajdikhan  
District : Munshigonj

## REFERENCES

### **Md. Abul Kasem**

P.S. to Chairman  
(Senior Assistant Secretary)  
Anti Corruption Commission  
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### **MD. Rabiul Karim**

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## DECLARATION

I do hereby state that the above information are true authentic to the best of my knowledge.



**Md. Julhas Khan**