

CURRICULUM VITAE Of RABIUL ALAM LOKMAN



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OBJECTIVES:

- To serve in a responsible administrative position at a well-set organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.
- Building up career and rewarding position at an organization where creativity, sincerity, skill and performance are the criteria for one's appraisal and recognition.
- To work in a multinational environment and give the best effort to reach the goal.

PERSONAL DETAILS:

Father's Name : Md. Rafiqul Alam
Mother's Name : Hamida Akter
Permanent Address : Vill: Doshaid, PO+PS: Ashulia, Upazilla: Savar, Dhaka-1341
Present Address : Do
Date of Birth : March 01, 1987
Nationality : Bangladeshi (By birth)
National ID No : 2617218962902
Home District : Dhaka
Religion : Islam (Sunni)
Marital Status : Single
Height : 5 Feet 8 Inch
Weight : 65 Kg
Personality : Extrovert, Humors, Proactive and Self-motivated.

EDUCATIONAL QUALIFICATION:

Name of Examination	Field of Specialization	Board/ University	Passing Year	Division/ CGPA
MBA (Regular)	Operations Management	AIUB	2012	3.71 (Scale of 4.00)
M.S.S (Masters)	Archaeology	Jahangirnagar University	2008 (Held in 2009)	3.28 (Scale of 4.00)
B.S.S (Honours)	Archaeology	Jahangirnagar University	2007 (Held in 2008)	3.32 (Scale of 4.00)
H.S.C	Commerce	Dhaka	2003	4.00
S.S.C	Commerce	Dhaka	2001	4.13

MAJOR COURSES COVERED IN MBA:

1. Advanced Production and Operations management
2. Total Quality Management
3. Supply Chain and Logistics management
4. Project Management

EXPERIENCE:

ORGANIZATION: BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE

DESIGNATION: Research Officer

DURATION: 17 May, 2015 to Continuing

RESPONSIBILITIES:

- Planning organizing and coordinating all research and consultancy activities of the centre.
- Preparation and processing of research proposals, methodologies and designs.
- Assignment of research and consultancy work to the BPATC Faculty.
- Signing of contract for research and consultancy with other agencies.
- Coordination of field visit of researchers,
- Publication of Annual Report of the Centre.

KEY SKILLS AND COMPETENCIES:

- Proven ability to lead, motivate and build successful research teams.
- Able to Develop a Research Plan and Strategy along with developing required educational material on research matters.
- Able to promote and continuously drive to improve standards of research activity.
- Able to maintaining and liaising with consultancy firm, building relationships with researchers.
- Proven ability to establish and maintain research and consultancy activity.
- Able to coordinate properly research and consultancy document signing.

ORGANIZATION: BANGLADESH FOOTBALL FEDERATION

DESIGNATION: Club Development & Integrity Officer.

DURATION: 01 August 2013 to 1 May 9, 2015

RESPONSIBILITIES:

- Manage the clubs to strictly adhere to the Club Licensing Regulations and Timelines.
- Deal with the clubs regarding day-to-day correspondence and organize conferences, seminars and meetings as required.
- Visit the clubs to confirm their fulfillment of criteria stated in the regulations.
- Coordinate with AFC officials on matters relating to club development.
- Establish reliability, credibility and integrity of the Bangladesh Premier Football League along with the clubs participating in the competition through the Club Licensing Regulations.
- Receive information related to match-fixing matters.
- Conduct inquiries or investigations as an administrative fact finder in coordination with AFC.

KEY SKILLS AND COMPETENCIES:

- Able to Develop an Integrity Plan and Strategy along with developing required educational material on integrity matters.
- Able to promote and continuously drive to improve standards of all the aspects of Club Football in Bangladesh through the Club Licensing Regulations.
- Able to maintaining and liaising with club, building relationships with club to encourage club development.
- Proven ability to establish and maintain integrity initiatives within the (member associations).
- Able to coordinate properly closings and overseeing document signing.

ORGANIZATION: BERGER PAINTS BANGLADESH LTD.

DESIGNATION: Vendor Development Officer-Logistics, Purchase, Procurement.

DURATION: 1 January 2010 to 30 April 2013

RESPONSIBILITIES:

- Formulate Standard Operating Procedures.
- Manage logistics operations, including, material and personnel.
- Develop and implement logistics support policy, procedures and methodologies to the common benefit of all mission units.
- Prepare reports on personnel and material movements & operational logistics issues.
- Sourcing, visiting, & evaluation of potential suppliers.
- Communication with suppliers, price negotiation.
- Handling interdepartmental requirements of raw material.
- Continuous follow-up with suppliers.
- Timely follow-up in-house material requirements.
- Update concern department about related materials information.

KEY SKILLS AND COMPETENCIES:

- Proven ability to lead, motivate and build successful teams.
- Understand all legal, regulatory, information security and compliance requirements.
- Proven influencer & negotiator.
- Achieving targets in a dynamic and complex business environment.
- Team leading & people development skills.
- Able to manage and develop a diverse group of highly skilled people.
- A pragmatic approach to getting the required results.
- Ability to manage operations within budgetary constraints.
- Building and maintaining strong and effective relationships with suppliers and customers.

ORGANIZATION: NEWAZ ALI IDEAL SCHOOL, SAVAR

DESIGNATION: Teacher & Education Administrator

DURATION: 01 January 2007 to 01 November 2009

RESPONSIBILITIES:

- Planning & delivering well structured lessons which engage and motivate students.
- Planning and organizing visits, field studies & special activities connected with the subject.
- Supporting the school in delivering the curriculum effectively.
- Planning, preparing and reviewing the school curriculum with other staff.
- Prepare lesson plans, lecture materials and actively involved in developing curriculum.
- Ensuring all Health & Safety policies are implemented and adhered to at all times.

KEY SKILLS AND COMPETENCIES:

Teaching attributes

- Familiar with a variety of approaches to teaching pupils.
- Able to create a vibrant and effective learning environment.
- Having the ability to motivate and earn the respect of students.
- Can work with other professionals, like speech therapists & occupation therapists.

TRAINING & COURSES:

- **P63rd Foundation Training Course** held from 25th September 2016 to 23rd March 2017, Public Administration Training Centre, Savar, Dhaka-1343
- **Training of Trainers (TOT)** held from 06th April to 20th April 2017, Bangladesh Public Administration Training Centre, Savar, Dhaka-1343
- **Research Methodology Course (RMC)** held from 23rd April to 07th May 2017, Bangladesh Public Administration Training Centre, Savar, Dhaka-1343
- **17th Protocol Formalities & Articulation Course** held from 28th August to 01 September 2016, Bangladesh Society for Training and Development, Firmgate, Dhaka
- **Training of Trainers Course on Total Quality Management held from 22nd May to 26th May 2016**, Bangladesh Public Administration Training Centre, Savar, Dhaka-1343
- **Environment and Climate Change: Legal Perspective Course** held from 13th to 17th September 2015, Bangladesh Environmental Lawyers Association, Dhanmondi, Dhaka.
- **Fact Finders Course**, Kuala Lumpur, Malaysia, 15-22 March, 2015 Instructed by INTERPOL Organized by FIFA & AFC.
- **Global Supply Chain, Procurement and Logistics Management**, Bdjobs Training, BDBL Building, 12 Kawran Bazar C/A, Dhaka-1215, Bangladesh
- Participated in more than 10 workshops/seminars at BPATC

COMPUTER SKILL:

- Computer Fundamental, Operating System: Windows (2007,XP,2000,98)
- Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Front Page, Microsoft Power Point, Microsoft Outlook), Adobe Photoshop, Internet Browsing, E-mail.
- Successfully completed the six months' course on "Computer Basic Course" from Youth Development Centre, Savar.

LANGUAGE EFFICIENCY:

- Have a good command in Listening, Speaking, Reading and Writing in English.
- Have a certificate course from different kinds of institution such as Saifur's, National Youth Centre, Zenith, Jahangirnagar University, BPATC)
- Regularly take part in Language Club & Debating Club.
- Have a good command in speaking in Hindi.

HOBBY & INTEREST:

- I have a keen interest in modern technology, especially computers and the internet.
- I also like Movies, Reading Books, Listening Music and Traveling.
- Playing Cricket, Badminton, Football.

REFERENCE:

Abdul Khalak FCA
Director-Finance & Company Secretary
Berger Paint Bangladesh Ltd.
Uttara, Dhaka-1230
Contact No: 01711590267
E-mail: akhalek@bergerbd.com

Dr. Md. Shafiqul Haque
Director (Research & Development)
Bangladesh Public Administration Training Centre
Savar, Dhaka-1343
Contact No: 01840988173
E-mail: shafiqulh@gmail.com

DECLARATION:

I, undersigned, declare that all the information above is true. I will be always ready to submit the necessary evidence/papers if required to certify those.

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[RABIUL ALAM LOKMAN)

