Md. Fahad Rahman

Mechanical Engineer | Administrative Experience | Web & App Dev Enthusiast

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Professional Summary

Detail-oriented professional with a background in Mechanical Engineering and experience in administrative and finance operations. Highly skilled in data handling, systems management, and process improvement. Adaptable team player with a proactive approach to supporting digital initiatives and driving organizational growth in dynamic environments.

Professional Experience

Admin and Accounts Officer

HISP Bangladesh Foundation

January 2022 – May 2022   *Dhaka, Bangladesh*

- Collaborated with cross-functional teams to ensure the timely execution of administrative and financial tasks.
- Coordinated and supported both in-person and virtual meetings for operational planning and follow-up.
- Handled HR and administrative functions, including employee records, payroll, and leave management.
- Prepared structured reports, presentations, and financial documentation to support decision-making processes.
- Contributed ideas to improve workflow efficiency and support digital or process enhancements.

Administrative Assistant

World Health Organization

January 2020 – October 2021   *Dhaka, Bangladesh*

- Prepared and finalized financial reports in compliance with established formats and organizational guidelines.
- Coordinated staff logistics, including hotel accommodations and travel arrangements, ensuring cost-effective planning.
- Executed cash purchases and processed vendor invoices in line with organizational procurement policies.
- Delivered administrative and secretarial support to cross-functional teams working on public service initiatives.
- Handled incoming correspondence, queries, and visitor interactions with professionalism and confidentiality.

Administrative Assistant

Directorate General of Health Services

November 2017 – November 2018   *Dhaka, Bangladesh*

- Provided administrative and secretarial support to health intervention teams serving the Rohingya population, ensuring efficient project execution.
- Supported the preparation and signing of formal agreements (MoUs) and maintained accurate records of key organizational processes.
- Managed communication channels, ensuring timely and effective handling of queries, correspondence, and documents.

Industrial Training

Industrial Trainee

Khulna Power Company Ltd.

August 2016 (21 days) *Khulna, Bangladesh*

- Observed and learned the process of completely overhauling a Wartsila Heavy Fuel Oil (HFO) engine.
- Learned about industry safety rules by taking part in a plant-wide fire safety drill.

Skills

SOFTWARE | Excel ● Word ● PowerPoint ● Adobe Illustrator ● Solidworks

TYPESETTING & DOCUMENTATION | LaTeX

WEB DEVELOPMENT | HTML ● CSS ● JavaScript ● React ● Node.js ● Express.js ● MongoDB ● REST API

APP DEVELOPMENT | React Native

PROGRAMMING LANGUAGES | Python ● MATLAB ● C

Education

BSc in Mechanical Engineering

Bangladesh University of Engineering and Technology (BUET)

2012 – 2017

HSC

Dhaka Residential Model College (DRMC)

2008 – 2011

SSC

Dhaka Residential Model College (DRMC)

2006 – 2008

Course

Introduction to Thermodynamics

Coursera / University of Michigan

April 2020

Thesis

Modification of the Experimental Setup for Measuring Viscoelastic Response of Super Elastic Shape Memory Alloy (SMA) Rod under Bending and Twisting.

Project

Automated Library System — Robotic Book Retrieval Prototype (2015, BUET)

Designed robotic claws and chassis in SolidWorks; controlled servo motors with Arduino Uno to automate book retrieval.