



MOHAMMAD ABU SUFIAN

+8801885955346

shakilwahid18@gmail.com

Current Location : M.A Aziz street road , 38 no word Chattogram 4100 ,Bangladesh

Permanent Address : Vill:Char Parborti, PO:Kadomtola, P.S:Companiganj,Dist:Noakhali.

JOB EXPERIENCES



Executive

Fire and Safety (HR & Compliance)
NASSA Group.
CEPZ
(Jun, 2023- Continuing)



Jr. Officer

Fire and Safety (Compliance)
Pacific Jeans Ltd.
CEPZ,Chittagong
(May 2021 – Jun 2023)



Sr. Supervisor

Fire and Safety (Compliance)
MAF Footwear Ltd.
Chittagong

Duties/Responsibilities

- 1.Ensure that the Fire Detection & Protection System (Fire Control Room, Fire Pump, Smoke Detector/Heat Detectors, Fire Hydrant System, Fire Sprinkler System, Fire Doors and all other Fire Fighting Apparatus/Equipment) are fully functional and are as per the RSC/Nirapon standard.
2. Follow up and inspection factory FADS regularly.
3. Ensures compliance regulations are met and documentations are properly maintained.
4. Coordinate action plan with factory heads and own departmental concerned persons regarding progress measures to complete the CAP.
5. Study and scrutinize the CAPs given by the buyers and own auditors regarding Fire safety related requirements for rectification/improvements/remedy and repair.
6. Update/ maintain & ensure all forms, register and engineer FADS & FPS documents as per BNBC, RSC/ NIRAPON/ DIFE guidelines, preparing site progress reports to project management.
7. Report to management in case of any risk about building safety.
8. All documents related to work with fire safety etc.
9. Any other task assigned by the management.
10. The main job responsibility is to ensure fire & safety in the workplace as per RSC/ Nirapon (Accord/Alliance) Standard & Guideline.



EDUCATION

DIPLOMA

SECONDARY SCHOOL Cr.

Chittagong Polytechnic Institute	Mechanical	CGPA: 2.74 out of 4	2020
Madrasha E Tayabia Islamia Fazil , CTG	General	CGPA: 4.50 out of 5	2016



QUALIFICATION TRAINING SUMMARY

Fire Service & Civil Defense

Chittagong Dry Dock Ltd
Bangladesh Navy

Fire Science And Occupational Safety	6 Month
Mechanical	3 Month



CAREER OBJECTIVE & SUMMARY

To secure a position in a dynamic, growth-oriented organization that harnesses my talents, technical expertise, and experience. I initiated professional journey in 2019 and have since been consistently progressing. Proficient in leadership, I actively participate in skill-building campaigns and programs, bolstering my confidence. Energetic, dedicated, and committed to excellence, I am a resilient & diligent. Ready to contribute effectively.



LANGUAGE PROFICIENCY

	Reading	Writing	Speaking
Bengali	•	•	•
English	•	•	•
Urdu	•	•	•

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PERSONAL DETAILS

Father's Name : AbuBakkar Siddique
Mother's Name : Nasima Begunm
DOB : 01 Nov 1998
Sex : Male
Nationality : Bangladeshi (By Birth)
Religion : Muslim (Islam)
Marital Status : Married
Wight : 62 KG
Hight : 5.7'' Inch
Bld Group : B (+)
Permanent Address : Vill:Char Parborti, PO:Kadomtola, P.S:Companiganj, Dist:Noakhali.
Current Location : M.A Aziz road , 38 no word, 4100 , Chattogram



REFERENCES

Borhan Uddin	Fire & Safety Engineer	G H Highway	01612137699



COVER LETTER

DATE:

TO:
Admin
[Bangladesh]

FROM:

Mohammad Abu Sufian
01885955346
shakilwahid18@gmail.com

ZIP Code 4100,
Chattogram,Bangladesh

Dear Sir,

I wish to apply for the position of that is listed on your circular . The role and the responsibilities listed in the job description match my interests and skills. I believe that I'm a good candidate for this position.

I have attached my resume and cover letter for your perusal. I hope they can help you learn more about my background, my qualifications, and my experience.

Thank you for your valuable time. I'm optimistic that you'll consider me for this role. I look forward to hearing from you about this job opportunity.

Sincerely,

Mohammad Abu Sufian