



MD. SHAHJAHAN SIDDIQUL, BIR BIKRAM
Chairman, Dhaka Electric Supply Company Limited.

WORKING KNOWLEDGE AND EXPERIENCE

- 33 $\frac{1}{2}$ years experiences as a Career Civil Servant with expertise in **Public Administration and Management**.
- Was a member of **B.C.S. (Admin) Cadre** and retired as **Secretary** in 2007.
- Acquired wide range of knowledge and experience in **Import and Export** business while working as a member of the erstwhile **Industrial Management Service of Bangladesh**.
- Skilled in negotiations with the **Foreign Buyers**, concluding deals preparing pro-forma Invoice, Opening L/C, dealing shipping documents, conducting Pre-shipment inspections including Insurance matters.
- Adequate skill in preparing and processing Import and Export documents, shipment of goods, handling cargo's, Clearing and forwarding jobs including assessment of papers by Customs authority.
- Experienced in conducting **Board Meetings**, preparation of minutes and execution of decisions.
- Competent to deal with the affairs related to power sector.
- Wide range of experience as **Head of District and Upliza** Administration.

MANAGEMENT BY OBJECTIVES

- Possess good leadership quality in leading a group of people towards achievement of objectives.
- Capable of running and managing any organization or business house independently.
- Comfortable to work with Team spirit and also under stress and strain.
- Proficient in English and Bengali Language (both writing and speaking).

ACADEMIC DETAILS

- **Secondary School Certification (S.S.C.)**, Comilla Board, **1st Division** with Talent Scheme Scholarship-1965.
- **Higher Secondary Certificate (H.S.C.)**, Comilla Board, **2nd Division** with Talent Scheme Scholarship-1967.
- **Junior Military Science Certificate Examination** from the University of Dhaka-1968.
- **B.Sc (Hons.) in Soil Science** from the **University of Dhaka**, **2nd Class**-1972.
- **M. Sc in Soil Science**, from the **University of Dhaka**, **2nd Class**-1972.

HIGHER STUDIES ABOARD

- **Post-Graduate Diploma** in Industrial management and Planning, **Warsaw University**, Warsaw, Poland-1977-1978.
- Certificate Course on **Small Business Consultancy**, **University of the Philippines**, Manila-1982.
- **Post-Graduate Diploma** in **Economic and Social Studies** and also in **Development Administration**, University of Manchester, **U.K.**-1989-1990.

PROFESSIONAL TRAININGS AT HOME

- Post-Graduate Diploma in Industrial Management, Bangladesh Institute of Management (erstwhile BMDC), Dhaka – 1973 -1974.

- Certificate Course on **Export Trade**, Bangladesh Institute of Management (erstwhile BMDC) – Dhaka – 1980.
- Certificate Course on **Development Management**, Public Administration, **Project Management, Planning, Criminal Law, Magistracy**, Upazila Administration, Treasury Rules and office Accountancy, **BPATC**, Dhaka and **BARD**, Comilla, 1982,1983 and 1984.
- Certificate course on Military Training for Civil Officers, Bangladesh Military Academy (BMA), Chittagong - 1987
- Certificate Course on **Survey and Settlement**, Directorate of Land Records and Survey, Dhaka and Tangail- 1988.
- Advanced Training Course on Public Administration, Planning, Staff Management, Criminal Law, **Bangladesh Civil Service Academy**, Dhaka – 1990.

EMPLOYMENT RECORDS

- Worked as Executive Director, Masram Agro Ltd. A Switz-Bangladesh joint venture project for 1 year. Functions: General Administration, Project Implementation and Finance.
- Worked as Country Representative, A1-Ahalia Exchange, Abu Dhabi, and U.A.E. for 5 years. Functions: Foreign exchange dealings, Personnel Management and Finance.
- Worked as Executive director, Palil Enterprises International (an Import House)- Dhaka, for more than 2 years. Functions: Import, Marketing, Personnel Management and Finance.
- **Worked with WE Communicate pte. Ltd., Dhaka** – a media and advertisement house as **Executive Director** for 1 year. Functions: Client Services, Finance and Staff Management.
- **Former Secretary , Ministry of Establishment**, Government of Bangladesh 2003 – 2007.