**Mahmudul Alam**

Online Career Portfolio: <http://hire-alam.weebly.com>

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**Skills**

* **Interpersonal**
* Have excellent communication (oral and written) and interpersonal skills. Can communicate effectively and pleasantly.
* Punctual and complete tasks on time.
* Can multi-task if necessary.
* Can do heavy physical work if needed.
* Can work effectively and efficiently in teams.
* Can also work independently.
* Very good in making presentations.
* **Computer**
* Programming Language Experience: C/C++, BASIC, Visual BASIC.
* Software Experience: Good knowledge of MS Word, Excel, Visio, Power Point, MATLAB, MathCAD, SolidWorks, MAPLE, PSPIC, MultiSIM, Ultliboard, Proteus VSM, PowerWorld, PSCAD, PSIM, LABVIEW.
* Operating System Experience: Windows.
* Other: Video Making: Camtasia Studio, Sony Vegas, Windows Movie Maker.
* **Language**
* Bengali (written and spoken): Native
* English (written and spoken): Fluent
* Hindi-Urdu (spoken): Proficient
* Arabic (Spoken): Learning.

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**Work Experience**

* *Electrical Field Maintenance Technician* (January 2011– Present) | **RasGas Company Limited**
* Provides technical services to support electrical maintenance activities with the focus on achieving optimum performance and reliability of electrical equipments in RasGas LNG process facilities.
* Participates in the diagnosis and repair of major equipment faults and breakdowns, compiles the field data for further technical evaluations.
* Co-ordinates with Lead Electrical Technician in planning and executing daily maintenance works, and updating the equipment history within the acceptable methods.
* Carries out preliminary investigation of equipment failures on job site and ensure repair works are completed in safely and timely manner.
* Assists in the development and implementation of Plant Preventive Maintenance for all electrical equipments to ensure operational effectiveness and preserve company assets.
* *Library Assistant*  (January 2007– February 2010) | **Texas A&M University at Qatar Library**
* Completed annual estimation project after receipt of new inventory; developed a plan to re-shelf and re-categorize existing materials to accommodate incoming inventory.
* Assisted patrons in checking out and returning library resources according to the correct procedures and systems.
* Assisted patrons in locating and identifying requested materials. Also assisted them in reserving books.
* Assisted students with use of the equipments like public PCs, photocopy machines and printers in the study commons area of TAMUQ Library.
* Served patrons both at the public service desk and on phone. Always adhered to highest standard of communication manners while handling their queries.
* Regularly provided feedback about the student work practices and procedures to the Library Director and suggested new ways to ensure continuous improvement in public service to patrons and circulation of library materials.
* Regularly shelved and organized books, magazines, and audio-visual resources.
* Performed weekly shelf reading of the assigned potion of the collection.
* Diligently performed inventory of the whole collection every summer.
* Supervised and trained new library student workers each semester.
* Processed daily mails, which included overdue notice emails, reminders about due items, notification about lost/damaged items, fines, and arrival of inter library loans.
* Helped visitors to TAMUQ library making guest accounts.
* Facilitated the library administrative assistant in ordering, receiving, and processing of new books and other library materials; took care of invoices; and provided cataloging information.
* Provided clerical support to library assistant like document scanning and data entry.
* Kept track of the costs of book purchasing and other library materials; verified balances and invoices; and prepared statistical documents that helped in the preparation of TAMUQ Library budget.
* Took care of library stationary materials.
* Did estimation project every year after inventory to decide the how the existing books be re-shelved so that the books to be arrived throughout the next year could be shelved easily. Also estimated the number of shelves required when the library was transferred from the LAS building to the Engineering Building.
* *Summer Intern* (July 2007– August 2007) | **RasGas** Common Offplot Projects
* Monitored project control performance in the areas of scheduling, process monitorning, and cost estimation.
* Evaluated cost reports, including commitments and expenditures, assisted in quality surveillance on a reimbursable project.

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**Education**

* Bachelor of Science in Electrical and Computer Engineering | **Texas A&M University at Qatar**

Cumulative GPA: 3.903/4.00

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* **Library Catalog and Resource Tutorials**

**Tutorials included: introduction to library catalogs, how to quick search books, key word searching, title searching, using library catalog list, SFX trouble shooting, online renewal of books.**

* **Tutorials on Retrieval of Articles from Interdisciplinary Databases**

Databases included: Academic Search Complete, CQ Researcher, EBSCO Host, Engineering Village 2, LexisNexis, OnePetro, PapersInvited, SAE Digital Library, Science Direct, Web Of Science, Education Full Text, ProQuest Dissertations and Thesis-Full Text, Professional Development Collection, Human Relations Area Files.

* **Information Literacy**

Tutorials included: Introduction to information literacy, Selecting a topic, Sources of Information, Search Strategies, Evaluating information, Internet search strategy, Library catalogues, Library database, Information ethics.

* **Academic Integrity**

Tutorials included: Academic integrity and plagiarism, citing sources.

* **Leadership**

LeaderShape: A weeklong seminar which focused on building leadership skills among the students. Al Khor, Qatar (2007)

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**Undergraduate Research Experience**

* Conducted research on *Energy Saving by Power Factor Correction and its Application to Qatar Industries* under the mentorship of Drs. Hassan Moghbelli (Math Faculty, TAMUQ) and Khaled Elithy (Electrical Engineering Faculty, Qatar University), 2007-2008. (Abstract | Full Report)

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**Community Involvement**

* Served as Secretary of IEEE student chapter, TAMUQ (March 2007-October 2008).
  + Worked with IEEE committee to draft the constitution.
  + Helped students register in IEEE
  + Organized field trips and lectures
* Worked as tour guide and helper during the New Student Orientation at TAMUQ (2008).
* Member, Aggie Cricket Club (2006-2010).
* Participated in Green Qatar Campaigns and collaborated with students in beach-cleaning initiatives.

**References**

Available upon request.