

Md Ashikul Islam Sheikh

Project Management Professional

+8801673534756 @ bdasheikh@gmail.com www.linkedin.com/in/ashik4u/ Dhaka, BD



SUMMARY

Result-orientated project team leader with 8 years of experience covering project, product & facility management, including developing, implementing, and supporting complex infrastructures for fast-growing startups. A fast and eager learner, I am detail-oriented and to meet business goals.

PROFESSIONAL EXPERIENCE

Project Manager

Kaymonto & Partners

2020 - Ongoing Banani, Dhaka, BD

Kaymonto & Partners is a management consulting Services Company delivering fit-out and construction management, technical audit, commissioning, quantity surveying, and other specialty services.

- Experience of **Project and Facilities management** in working with global clients; a few notable names are Wärtsilä Bangladesh, HSBC Bangladesh, Unilever Bangladesh Limited, International Finance Corporation
- Hands-on experience of working with global project management companies and design firms such as CBRE, JLL, Utopian, Orbit Studio, and EEC Lincolne Scott.
- Risk identifying and managing or escalate to the stakeholder with risk mitigation plan development.
- Regular review and reporting work progress against the plan and issues that impact cost, scope or schedule.
- Vendor management, tendering, negotiation, procurement procedures and preparation of handover and closeout reports.
- Monitoring and managing small to large scale, complex and multi phased projects activities for successful project implementation including project planning, time and cost management with change requests.
- Analyzing and effectively strategizing for project goals, deadlines, schedules, budgets, needed resources and team coordination.
- Manage up to 5 different projects from initial scope of works to project completion.
- Closely collaborate with project members to identify and quickly address problems.

Facility Manager

Citibank N. A.

2017 - 2020 Gulshan, Dhaka, BD

Citibank, N. A. is the primary U.S. banking subsidiary of financial services multinational Citigroup.

- Facilitated all offices and branches in Bangladesh.
- Planning & Execution of Planned Preventive Maintenance (PPM) of Online UPS, Generator, VRF System, PDU & Safety Equipment for all premises
- Scheduled and supervised maintenance repair work and assisted with checking installation and servicing building equipment.
- Maintained all reports of maintenance and preserve those for Audit.
- Reviewed utility consumption and strive to minimize costs.
- Ensure compliance with Citi regulations, and assist with energy management.
- Oversee security of buildings and grounds.
- Controlled activities like parking space allocation, waste disposal etc.
- Handled insurance plans and service contracts.
- Vendor payment processing.
- Performed analysis and forecasting.
- Managed 10+ technicians and staffs which included all related staffing duties such as employee training, schedule setting, and personal development.

EDUCATION

Bachelor of Science, Electrical & electronic Engineering

Primeasia University

2010 - 2014 Dhaka, BD

AREAS OF EXPERTISE & SKILLS

Area of Expertise

Project Management	Facility Management
Project Reporting	Operation & Maintenance
Vendor Management	Cost Management
Risk Assessments	Fire Life Safety
Resource Management	Move Planning
Communication	MEP & IT Project Management

Software Skills

MS Office	MS Project	AutoCAD	Trello
Adobe Photoshop/Illustrator			

KEY PROJECTS

IFC Dhaka - Office Relocation

Gulshan, Dhaka, BD

Worked as Project Manager in International Finance Corporation Office Relocation Project (Circa 19,000 sft).

Unilever Bangladesh HQ Relocation

Tejgaon I/A, Dhaka, BD

Worked as Project Manager in Unilever Bangladesh HQ Relocation Project (circa 55,000 sft).

HSBC Bangladesh Gulshan Branch Relocation

Gulshan, Dhaka, BD

Worked as Assistant Project Manager in HSBC Bangladesh Gulshan Branch Relocation Project (circa 4,000 sft).

Wärtsilä Bangladesh Limited Office Relocation

Gulshan, Dhaka, BD

Assistant Project Manager in Wärtsilä Bangladesh Limited Office Relocation Project (circa 7,250 sft).

PROFESSIONAL EXPERIENCE

Infrastructure Management Officer

BRAC Bank Limited

📅 2016 - 2017 📍 Tejgaon, Dhaka, BD

BRAC Bank is a private commercial bank in Bangladesh, operated by the BRAC development organisation, focused on Small and Medium Enterprises.

- Facilitated Brac Bank Head office (Circa 180,000 sft), 25 Branches, and 70 ATMs in Dhaka & Comilla City.
- Scheduled and supervised maintenance repair work and assist with checking installation.
- Supervise all staff facilities staff (custodians, technicians, groundskeepers, etc.) and external contractors.
- Control activities like parking space allocation, waste disposal, building security, etc.
- Allocated office space according to needs.
- Generator, Air-conditioning, electrical and non-technical maintenance of all branches and ATMs.
- Maintained proper record and accountability of all electrical equipment and machinery of the Bank.
- Negotiate with all service and maintenance vendors of electrical and mechanical items.
- Visited all premises of the Bank including branches and report on scopes of improvement.
- Vendor payment processing.

Construction Executive

Multi Trade Enterprise Ltd

📅 2016 - 2016 📍 Banani, Dhaka, BD

Multi-Trade Enterprise Ltd. is a Trading House, Construction; Engineering Design, Electro-Mechanical and Civil Constructions, by completing projects for national and international clients.

- Acted as liaison between 2 offices and various projects.
- Maintained and documented inventory of ongoing and completed projects.
- Worked with project managers to define the project's scope, create work breakdown structure, develop progress reports that will be affected by the project activities also prepare & supply other project management documents as required.
- Maintained office efficiency by planning & implementing office systems, layouts, and equipment procurement.
- Kept management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- Maintained office services by organizing office operations and procedures
- Prepared meeting minutes, controlling correspondence, & designing filling systems.
- Network troubleshooting

TRAINING & CERTIFICATIONS

USGBC (LEED) Workshop

360 Total Solution Limited

Project Management Essentials Certified (PMEC)

Management & Strategy Institute

Project Management Essentials

Linkedin / Project Management Institute

Industrial Training

Januna Fertilizer Company Limited (JFCL), 1 Month

Professional Graphic Designer

Creative IT Institute, 3 Months

AutoCAD 2020 Architect

Hasan Jubair / Projukti Team

REFERENCES

Rajiv Bhowmick, AVP, Citibank N.A.

+8801713330399, rajiv.bhowmick@citi.com

Md. Samuzzal Mehedi, Manager, bKash Ltd

+8801712138361, mehedi4u.bd@gmail.com