

## Personal Information

**Name:** Md. Altaf Uddin Sheikh,

Former **Director**, Bangladesh Chemical Industries Corporation (BCIC) under the  
**Ministry of Industries**, Government of the People's Republic of Bangladesh.

Former **Chairman**, Academic Council, Training Institute for Chemical Industries (TICI).

Khulna Newsprint & Hardboard Mills Ltd.

Former **Director**, SYNGENTA (Switzerland - Joint venture)

Jamuna Fertilizer Co.Ltd., TSP Complex Ltd., Chatak Cement Co.Ltd.,

Bangladesh Insulator & Sanitaryware Fac.Ltd.,

**Address** 2/C Golden Street, Ring Road, Shamoly, Dhaka-1207, Bangladesh.

Cell : 88-01730009300, Tel. : 88-02-58153990 (Res.),

**E-mail** md.altaf.u.sheikh@gmail.com

**Nationality:** Bangladeshi ( NID – 2690243860707 )

**Born :** 11 July 1957

**Religion:** Islam

**Father's Name:** Late Md. Alauddin Sheikh

**B.Sc. Hons.**(Chem), **M.Sc.**(Apl.Chem), **M.Sc.**(Org.Chem)

Colombo Plan **Fellow** – Canada,

**Ex.** Executive Director, Kamaphuli Paper & Rayon Complex.

**Mother's Name:** Latifa Khanam, M.A.(Bangla)

**Spouse:** Sabina Sabnam

**Son:** Sheikh Md. Adnan, Graduated from National University of Singapore (**NUS**).

**Daughter:** Sheikh Adilina, Computer Sc. & Engr. student University of Limerick (**UL**). Ireland.

## Educational Qualification

- Successfully completed the **Post-Graduate Diploma** in **COMPUTER SCIENCE** Course (1997-98 session) from Bangladesh Institute of Management (BIM).
- **Master of Science** (Ple.) with Zoology from the Dhaka University, Dhaka, Bangladesh (1987).
- **Bachelor of Science (B.Sc.)** with Chemistry, Botany and Zoology from the Dhaka University, Dhaka, Bangladesh, Passed out in the year 1979.
- **Higher Secondary Certificate (H.S.C.)** with Bengali, English, Chemistry, Physics and Biology from the Dhaka Board, Dhaka, Bangladesh, Passed out in the year 1975.
- **Secondary School Certificate (S.S.C.)** with Bengali, English, Mathematics, Physics, Chemistry, Botany and Zoology from the Dhaka University, Dhaka, Bangladesh, Passed out in the year 1973 and secured distinction marks in G. Mathematics.

## Membership of Professional Organizations

**Fellow** ----- **FCS** (Computer Society, Bangladesh),

**Advisor**----- **Lions Clubs International** ( Dist.-315 B2 Bangladesh).

**Life Member** --- **BCS** (Bangladesh Chemical Society),

**Life Member** --- **BIMAA** (BIM Alumni Association),

**Ex. President** --- BCIC Officers Welfare Association.

**Ex. President** --- Lions Club of Dhaka Blues

**Ex. General Secretary**--- Computer Professional Association, Bangladesh.

### Professional Experience

Feb. 14

Jul. 16 **Director** (Production & Research), **BCIC**

- To guide and control the deliberations of the meeting with a view to reach decision in conformity with the Govt. policy as board member of BCIC and other Companies.
- To supervise, control and to co-ordinate the Research activities of the corporation and its enterprises.
- To supervise and monitor the overall production & ICT of all the factories under BCIC.
- To act as Principal Innovation Officer and is responsible for overall innovation activity.

Mar. 10

Feb. 14 **Head of the ICT Division** ( Managing Director), BCIC

- Responsible for the efficient performance of the ICT.
- To design / plan a number of IT related projects for Enterprises under BCIC.
- Co-ordinate the internal and External Training programs

Dec. 06

Mar. 10. 14 **Head of the Management Information Division** ( Sr. General Manager), BCIC

- Responsible for the efficient performance of the MIS Division.
- To design and prepare reports of Enterprises under BCIC.

Apr. 01

Dec. 06 **Head of the Computer Department** ( General Manager), BCIC

- Co-ordinate the works related to installation of Hardware and Implementation of Software of various Enterprises and Divisions of Head Office of BCIC.
- Look after all internal administrative activities of the Department.
- Co-ordinate the internal and External Training programs.

Dec. 00

Apr. 01 **Sr. System Analyst** ( Dy. General Manager) , Computer Department, BCIC

- Supervise and control the work of Programmer / Opn. Supervisor and other officers and staff of the Department.
- Work as administrative Controller and System Administrator for Computer Departmental Internal control. .

May. 98

Dec. 00 **System Analyst** (Manager), Computer Department, BCIC

- Look after the development & Maintenance of System/Application Software.
- Supervise and control the work of Programmers and other officers

Nov. 94

May. 98 **Operation Manager**, Computer Department, BCIC

- Look after the Maintenance of System and Application Software.
- Supervise and control the work of Opn. Supervisor and other Opn. Officers

Jul. 90

Nov. 94 **Manager System (Act.)**, Computer Department, BCIC

- Look after the Maintenance of System and Application Software.
- Supervise and control the work of Opn. Officers

Feb. 89

Jul. 90 **Programmer**, Data Processing Centre, BCIC

- To develop Application Software's.
- Supervise and control the work of Asstt. Programmers.

Sep. 82

Feb. 89 **Asstt. Programmer**, Data Processing Centre, BCIC

- To develop Application Software's

## Other Experience

### **In-Plant Training Course Co-ordinator,**

Course Co-ordinator of In-plant Industrial Training Program for the final year students of Computer Science & Engineering Discipline of **Khulna University** since **1995**.

### **National Y2K Committee Member,**

Worked as a member of **National Y2K Committee**, Ministry of Science & Technology, Government of Bangladesh. Performed Y2K Auditing of Power & Gas Supply system, Army, Navy, Civil Aviation, Industrial monitoring system etc (**1999**).

### **Study Mission Member,**

Worked as a member of **Study Mission on IT Manpower Development and Software Industry of India**, Implemented by National Productivity Council (**2005**).

### **E-Learning - Coordinator,**

Worked as coordinator and facilitator of e-learning on the Information Security Management System, Implemented by the National Productivity Organisation (**2010**).

## Professional Courses Attended

### Foreign Training

- Attended **OFFICE AUTOMATION** (Computer Based) Training in TOKYO, **JAPAN**, organized by Asian Productivity Organization (APO), Japan Productivity Centre (JPC) for Socio-Economic Development, Ministry of International Trade and Industries (MITI), **Government of Japan** from 17th. October, 1994 to 28th. October, **1994**.
- Successfully completed the Computer Training Course in **SINGAPORE** on **Microsoft Excel** conducted by INFORMATICS (Training Institute of **Microsoft**) in Nov, **1994**.
- Attended **STRATIGIC INFORMATION SYSTEM** Training in Kula Lumpur, **MALYASIA**, organized by Asian Productivity Organization (APO), National Productivity Corporation (NPC), **Government of Malaysia** from 17th. November, 2001 to 28th. November, **2001**.
- Attended Training course on **Balanced Scorecard** organized by Asian Productivity Organization and implemented by the Vietnam Productivity Centre 15th. August to 19th. August, **2011**.
- Attended **Managerial Training Program** organized by KOREATECH University and Korea International Cooperation Agency (**KOICA**), **Government of Korea** from 17th. Oct, to 30th. Oct, **2015**.

## Publications / Seminar Papers

- **OFFICE AUTOMATION** (Computer Based) – a paper presented at International Seminar in TOKYO, JAPAN, organized by Asian Productivity Organization (APO), Japan Productivity Centre (**JPC**) for Socio-Economic Development, Ministry of International Trade and Industries (MITI), **Government of Japan** (1994).
- **STRATIGIC INFORMATION SYSTEM** - a paper read at International Seminar in Kula Lumpur, **MALYASIA**, organized by Asian Productivity Organization (**APO**), National Productivity Corporation (NPC), **Government of Malaysia** (2001).
- **Workshop on Sustainable Community Development and the Saemual Undong** - paper presented at International workshop in Seoul, **Republic of Korea** organized by (**KPC**) Korea Productivity Center (2016).

# MD. ALTAF UDDIN SHEIKH FCS - Curriculum Vitae

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## Local Training

- I have completed **Computer Programming course on FORTRAN-IV** conducted by Bangladesh University of Engineering & Technology, Dhaka from 26th. January to 7th. February, **1981**.
- Successfully qualified APTITUDE TEST secured highest marks (78%), conducted jointly by BCIC and IBM World Trade Corporation in the year **1982**.
- Received Training on **SYSTEM OPERATION System-34** conducted by IBM World Trade Corporation from 30th. January, 1983 to 1st. February, **1983**.
- Completed **Computer Programming course on COBOL** conducted by Institute of Business Administration, Dhaka University, Dhaka from February, **1983**.
- Completed **System Analysis & Design (EDP)** conducted by Institute of Business Administration, Dhaka University, Dhaka from December, **1983**.
- Completed **Computer Programming course on RPG-11** conducted by Institute of Business Administration, Dhaka University, Dhaka from 19th. February to 16th. March, **1984**.
- Completed **System Implementation (S/36)** conducted by Institute of Business Administration, Dhaka University, Dhaka from April, **1985**.
- Completed **Application Design** conducted by Institute of Business Administration, Dhaka University, Dhaka from October, **1987**.
- Completed **System Administration** conducted by Institute of Business Administration, Dhaka University, Dhaka from January, **1991**.
- Completed **Networking Principles & Applications** conducted by ActiveNet, Dhaka from January, **1997**.
- Successfully completed **e-Learning on the Information Security Management System**, Implemented by the National Productivity Organisation, **2010**.

## Awards / Commendation Certificate / Honorarium

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|-------------|---|
| <b>1985</b> | <b>Commendation Certificate</b> from Chief Co-ordinator <b>IIND SAF</b> games in 1985.  |
| <b>1987</b> | <b>Special Increment</b> for Computerization of inventory Control system of Urea Fertilizer Fact. Ltd. (UFFL).                                      |
| <b>1988</b> | <b>Cash Award</b> for Computerization of Share Accounting System.   |
| <b>1989</b> | <b>Commendation Certificate</b> from SECRETARY BCIC for Personnel & Payroll A/C. System development.  |
| <b>1989</b> | <b>LEO Club Extension Certificate</b> as LEO Advisor from International President of LIONS CLUB INTERNATIONAL, USA.                                 |
| <b>1990</b> | <b>UNDP Commendation Certificate</b> for Valuable and Efficient services as HOST OFFICER.   |
| <b>1993</b> | <b>Certificate for best Master of Ceremony</b> from Deshbandhu C.R. Das Research Council.   |
| <b>2010</b> | <b>Appreciation Certificate</b> from SECRETARY GENERAL, APO for coordinating the “e-Learning on the Information on the Security Management System”. |
| <b>2012</b> | <b>Award for outstanding performance</b> in Lionism as Advisor to the Governor, LIONS CLUB INTERNATIONAL Dist-315 B2.                               |
| <b>2016</b> | <b>Appreciation Award</b> as Advisor to the DG, 23 rd Annual District Convention.   |

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## **MD. ALTAF UDDIN SHEIKH FCS - Curriculum Vitae**

### **Responsibilities** as **Director**, BCIC, Ministry of Industries :

- To guide and control the deliberations of the meeting with a view to reach decision in conformity with the Govt. policy as board member of BCIC and other Companies.
- To look after Production and Research activities of six Urea Fertilizer Factories, one TSP Fertilizer factory, one DAP Fertilizer factory, one Pulp & paper Mill, one Cement factory, one Glass factory, one Insulator & Sanitary ware factory and under corporation. Six joint venture projects (Local & International).
- To supervise, control and to co-ordinate the Research activities of the corporation and its enterprises.
- To supervise and monitor the overall production of all the factories under BCIC.
- To act as Principal Innovation Officer and is responsible for overall ICT activity.

All information provided above are up-to-date, true and correct to the best of my knowledge. Supporting documents on any of the information provided above can be submitted on request.

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**MD. ALTAF UDDIN SHEIKH**