


## Curriculum Vitae of Engr. Abdun Noor

1	<b>Name of the Consultant</b>	Engr. Abdun Noor		
2	<b>Name of the organization</b>	Hermitage of Management & Standards Limited (HMS)		
3	<b>Date of birth</b>	16 April, 1989		
4	<b>Nationality</b>	Bangladeshi		
5	<b>Membership in professional Societies</b>			
	<b>Rank</b>	<b>Name of Society</b>	<b>Year of attaining</b>	
	Life Member	The Institution of Engineers, Bangladesh (IEB)	2015	
	Life Member	Bangladesh Society for Total Quality Management (BSTQM)	2014	
	Member	KUET Alumni Association	2020	
	Member	BIM Alumni Association	2018	
6	<b>Education:</b>			
	<b>Name of the Universities</b>	<b>Degrees Obtained</b>	<b>Date of Attaining</b>	
	Khulna University of Engineering & Technology (KUET)	BSc. Engg. In IPE	01 July, 2012	
	Bangladesh Institute of Management (BIM)	PGD in HRM	11 June 2017	
	State University of Bangladesh	MS in Env. Science	02 February, 2019	
7	<b>Other trainings:</b>			
	<b>Training Title</b>	<b>Name of the Institute</b>	<b>Year</b>	
	Lead Auditor Training course on ISO 9001:2015 (QMS)	TVE Certification Services Pvt. Ltd., India	2016	
	Lead Auditor Training course on ISO 14001:2015 (EMS)	Bureau Veritas, Bangladesh	2016	
	Lead Auditor Training course on ISO 45001:2018 (OHSMS)	LMS Academy, India	2020	
	Lead Auditor Training course on ISO/IEC 27001:2013 (ISMS)	LMS Academy, India	2021	
	Lead Auditor Training course on BS OHSAS 18001:2007	TVE Certification Services Pvt. Ltd., India	2016	
	Industrial Attachment on Automotive Technology	Aftab Automobiles Ltd.	2011	
	Industrial Attachment on Industrial Engineering & Lean Manufacturing	Bangladesh Knitwear Manufacturers and Exporters Association (BKMEA)	2010	

	Six Sigma Way	Bangladesh Japan Training Institute (BJTI)	2014
	Total Quality Management	Bangladesh AOTS Alumni Society (BAAS)	2018
	Lean Manufacturing for the Garment Sector of Bangladesh	Jointly Organized by BJ Bangladesh Japan Training Institute (BJTI) and JUKI Group in Bangladesh	2012
	Essential Analysis of Supply Chain and Logistics Management	Bangladesh Japan Training Institute (BJTI)	2015
	Training of Trainers (ToT)	Bangladesh Japan Training Institute (BJTI)	2019
	Toyota Production System	Bangladesh Japan Training Institute (BJTI)	2014
8	<b>Languages &amp; degree of proficiency:</b>		
		<b>Speaking</b>	<b>Reading</b>
	English	Excellent	Excellent
	Bengali	Excellent	Excellent
9	<b>Countries of work experience</b>	Bangladesh	
10	<b>Employment record:</b>		
	<b>Employer 1</b>	<b>Position</b>	<b>From</b>
	Hermitage of Management & Standards Ltd. (HMS)	Managing Director	July 2019
	<b>To</b>		
	Till Date		
	Job Responsibilities:		
	<ul style="list-style-type: none"> <li>• Close liaison with top management of the clients</li> <li>• Follow up top management of the clients to ensure effective implementation of the consultancy services</li> <li>• Disseminate roles, responsibilities and authorities of the consultant team member for implementation</li> <li>• Follow up projects and assignments</li> <li>• Develop and create new scope and field for consultancy services</li> <li>• Review and furnish reports before submitting to the clients</li> <li>• Conduct training courses on ISO standards</li> <li>• Monitor and supervise consultant teams to ensure completion of assignments within agreed time frame</li> <li>• Review and furnish documentation for different projects and assignments</li> </ul>		
	<b>Employer 2</b>	<b>Position</b>	<b>From</b>
	Centre for Management Development (CMD)	Associate Consultant	January 2015
	<b>To</b>		
	June 2019		
	Job Responsibilities:		
	<ul style="list-style-type: none"> <li>• To implement ISO Standards at client organizations</li> <li>• To implement Total Quality Management (TQM) at client organizations</li> </ul>		

	<ul style="list-style-type: none"> <li>• To implement Total Productive Maintenance (TPM) at client organizations</li> <li>• Work with client team for effective implementation of the assignments</li> <li>• To mobilize and follow up consultant team</li> <li>• To conduct GAP assessment on different standards</li> <li>• To provide Training on ISO Standards, Internal auditing techniques, TQM, TMP, KAIZEN, 5S, QCC etc.</li> <li>• To prepare Documents like Manual, SOP, Form, Work Instructions etc. for the client organizations</li> <li>• Assisting organizations for internal audit, MRM</li> <li>• Guide organizations for closing of NC's raised by certification bodies</li> <li>• Responsibilities till certification of the organizations</li> </ul>								
	<table border="1"> <thead> <tr> <th data-bbox="256 622 735 667"><b>Employer 3</b></th> <th data-bbox="735 622 1015 667"><b>Position</b></th> <th data-bbox="1015 622 1249 667"><b>From</b></th> <th data-bbox="1249 622 1453 667"><b>To</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="256 667 735 741">Centre for Management Development (CMD)</td> <td data-bbox="735 667 1015 741">Junior Consultant</td> <td data-bbox="1015 667 1249 741">July 2012</td> <td data-bbox="1249 667 1453 741">December 2015</td> </tr> </tbody> </table>	<b>Employer 3</b>	<b>Position</b>	<b>From</b>	<b>To</b>	Centre for Management Development (CMD)	Junior Consultant	July 2012	December 2015
<b>Employer 3</b>	<b>Position</b>	<b>From</b>	<b>To</b>						
Centre for Management Development (CMD)	Junior Consultant	July 2012	December 2015						
	<p>Job Responsibilities:</p> <ul style="list-style-type: none"> <li>• Assist to develop project plan, monitor and mobilize team</li> <li>• Implement the requirements of ISO Standards at client organizations</li> <li>• Implement the concept of TQM, TMP, KAIZEN, 5S, QCC etc.</li> <li>• To prepare Documents like Manual, SOP, Form, Work Instructions etc. for the client organizations</li> <li>• Design and development of safety signs and cautions</li> <li>• Assisting organizations for internal audit, MRM</li> <li>• Total evaluation of client sites, reporting non-compliance to the Certification Authority.</li> <li>• Review the documentation, assess the system, conduct surveillance and audits in order to evaluate the client's Management system before or after Certification, and recommend whether Certification be granted, denied, suspended, or withdrawn.</li> <li>• Hold opening and closing meetings with and provide progress updates to clients on the conduct of Pre-Audit, Stage I, Stage II, Annual Audits, Special Surveillance visits, Triennial Re-assessments, Change of Scope, Extension of Scope, Upgrades Audits, Transfer Audits and results of team findings.</li> <li>• Explain to the client non-compliance and other findings.</li> <li>• Produce reports to be submitted to the Certification Authority Department on each audit, documenting all non-compliances.</li> <li>• Help with lower tier auditor training, and assist sales forces on client visits.</li> <li>• Conduct assigned audits in accordance with contracted client agreements, and submit required reports in a timely manner.</li> </ul>								
11	<p><b>Work undertaken that best illustrates capability to handle this assignment</b></p> <ul style="list-style-type: none"> <li>• Team Leader to implement ISO 9001:2015 &amp; ISO 14001:2015 at Ashuganj Power Station Company Ltd. (APSCCL)</li> <li>• Team Leader to Design, Develop and Implement ISO 9001:2015, ISO 14001:2015 &amp; ISO 45001:2018 at China Northeast Electric Power Engineering &amp; Services Co. Ltd.</li> <li>• Management Consultant to implement ISO 9001:2015 at Bangladesh Power Development Board (BPDB)</li> </ul>								

- Management Consultant to implement ISO 9001:2015 & OHSAS 18001:2007 at Power Grid Company of Bangladesh (PGCB)
- Management Consultant to implement ISO 9001:2015, ISO 45001:2018 at Dhaka Electric Supply Company Ltd. (DESCO)
- Management Consultant to implement ISO 9001:2015 at Electricity Generation Company of Bangladesh Ltd. (EGCB)
- Management Consultant to Design, Develop and Implement ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 at Summit Power Ltd.
- Management Consultant to Design, Develop and Implement ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 at Ace Alliance Power Ltd.
- Team Leader to implement ISO 27001:2013 at First Security Islami Bank Ltd.
- Team Leader to implement ISO 27001:2013 at FRA Technology
- Team Leader to implement ISO 27001:2013 at BD Soft IT
- Team Leader to implement ISO 27001:2013 at Smart Technologies Ltd.
- Team Leader to implement ISO 27001:2013 at E-Engineering Ltd.
- Lead Auditor of ISO 27001:2013 for Saif Powertec Ltd.
- Team Leader to implement ISO 9001:2015 at Smart Printing Solutions Ltd.
- Lead Auditor of ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 for Runner Automobiles Ltd.
- Team Leader to implement ISO 9001:2015 at Smart Transcom Electronics Ltd.
- Team Leader to implement ISO 9001:2015 & ISO 14001:2015 at all power plants of Summit Power Ltd.
- Management Consultant to implement ISO 9001:2015 & ISO 14001:2015 at Ashuganj Power Station Company Ltd.
- Team Leader to implement ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 at Environment and Resource Analysis Center (ENRAC) Ltd.
- Lead Auditor of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 for Saif Plastic Polymer Ltd.
- Lead Auditor of ISO 9001:2015 for Intelligent Card Ltd.
- Management Consultant to implement ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 at Sino Bangla Industries Ltd.
- Team Leader to implement ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 at Saif Power Battery Ltd.
- Team Leader to implement ISO 9001:2015 at Oriental Oil Company Ltd.
- Team Leader to implement ISO 9001:2015 at Automation Cables & Wires
- Lead Auditor of ISO 9001:2015 for Automation Engineering
- Team Leader to implement ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 at Dienco Ltd.
- Management Consultant to implement ISO 9001:2015 at Classical Handmade Products BD. Ltd.
- Management Consultant to implement ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 at Saif Electrical Manufacturing Ltd.
- Management Consultant to implement ISO 9001:2015 at Karim Jute Spinners Ltd.
- Management Consultant to implement ISO 9001:2015 at Jobaida Karim Jute Mills Ltd.
- OHS and Environmental assessment of 15 Lead-Acid Battery Manufacturer enlisted by Infrastructure Development Company Limited (IDCOL)
- Management Consultant to implement ISO 9001:2015 at Rahman Chemicals Ltd.

	<ul style="list-style-type: none"> <li>• Management Consultant to implement ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 at Mobil Jamuna Bangladesh Ltd.</li> <li>• Management Consultant to implement ISO 9001:2015 &amp; BSCI Standards at Paragon Plastic Industries Ltd.</li> <li>• Management Consultant to implement ISO 9001:2015 &amp; FSSC Globe Biscuits and Dairy Milk Ltd.</li> <li>• Management Consultant to implement SEDEX Standards at Akij Flour Mills Ltd.</li> <li>• Management Consultant to Design, develop and implement the approach of Total Quality Management (TQM) at Structural Engineers Ltd. (SEL).</li> <li>• Management Consultant to Design, develop and implement the approach of Total Quality Management (TQM) at Niagara Textiles Ltd.</li> <li>• Management Consultant to Design, develop and implement the approach of Total Quality Management (TQM) at Confit Composite Knit Ltd.</li> <li>• Management Consultant to Design, develop and implement the approach of Total Quality Management at DBL Group.</li> <li>• Management Consultant to Design, develop and implement the approach of Total Quality Management at Urmi Group.</li> <li>• Management Consultant to Design, develop and implement the approach of Total Quality Management (TQM) at Abul Khair Consumer Goods Division</li> </ul>
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**CERTIFICATION:**

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, (ii) I have not offered my CV to be proposed by a firm other than this consultant for this assignment and, (iii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I also understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I have been employed by Hermitage of Management & Standards Ltd. continuously for the last twelve (12) months as regular full-time staff. Indicate “Yes” or “No” in the boxes below:

YES

NO

Signature



Date of Signing

20 February 2023