

MEZBAUL HAQUE

Dhaka, Bangladesh | mezbaul.haque@outlook.com | +8801798103045 | in/mezbaul-haque | mezbaul.bd

SUMMARY

Engineering Office Operations Professional with 5+ years of experience supporting cross-functional teams across operations and IT, bridging technical and HR functions. Skilled in administrative coordination, ticket management systems, and workforce monitoring. Proficient in Linux environments and Microsoft Office, enabling effective communication between technical and non-technical stakeholders. Proven track record of enhancing operational clarity, accountability, and process efficiency.

EXPERIENCE

Executive Coordinator - Engineering Office

Chaldal PLC.

June 2023 - Present, Dhaka, Bangladesh

- Processed engineer leave requests in compliance with HR policies.
- Coordinated office maintenance to ensure cleanliness and functionality.
- Oversaw guest house upkeep, maintaining a welcoming environment.
- Facilitated onboarding of new engineers for smooth team integration.
- Managed and tracked office assets with accurate inventory control.
- Maintained stock of essential office supplies to guarantee availability.
- Supervised support staff, including cleaning personnel and security guards.
- Organized team-building events to strengthen company culture.
- Coordinated airport pickups and drop-offs for international engineers and executives.
- Developed and maintained SOPs to streamline office operations.

Tech Ops Executive

CHALDAL PLC.

October 2022 - June 2023, Jashore, Bangladesh

- Data Center Management
- Quality Assurance
- Technical Support
- Hiring & Recruitment

Tech Ops Trainee

CHALDAL PLC.

March 2021 - October 2022, Jashore, Bangladesh

- Quality Assurance
- Technical Support
- Hiring & Recruitment

Customer Service Assistant

Unimart Limited

January 2019 - March 2020, Dhaka, Bangladesh

- Delivered structured customer support in a fast-paced retail environment.
- Assisted in daily operational coordination and service quality monitoring.

EDUCATION

Bachelor of Honours: Philosophy

National University · 2022

SKILLS

Office Administration
IT Management
Internal Ticket Management
Workforce Monitoring
Process Improvement & Optimization
Basic Web Technologies
Asset & Inventory Management
Onboarding & HR Compliance
Event Organization & Team Building
Vendor & Staff Supervision
Travel & Logistics Coordination
Typing Speed: 84 WPM