

# FAZLE RABBI

PGDPM, FSM, Member of IEB

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## OBJECTIVE:

A seasoned Civil Engineer with over 12 years of diverse experience in construction project management, structural design, fire safety, and infrastructure development. Committed to leveraging technical expertise and leadership skills to drive efficiency, quality, compliance, and innovation. Seeking a challenging leadership role to contribute to organizational excellence, with a strong focus on health, safety, fire compliance, and environmental sustainability. As a registered member of IEB, I am comfortable working independently and dedicated to delivering high-quality professional service.

## EXPERIENCE : ( Total – 12 years )

- Organization** : AGDL & AKL of Unifill Group  
**Position** : Head of Construction & Development & Head of Fire Safety  
**Duration** : October 2023 – Till Now.



## Responsibilities:

As the Head of the Civil Engineering Department at fifteen individual factories of Unifill Group an RMG (Ready-Made Garments) factory in Bangladesh, some of my responsibilities:

### Civil Engineering & Project Leadership

- Oversee all civil engineering projects across 15+ factories including new construction, renovation, and infrastructure development.
- Lead multidisciplinary teams of engineers, technicians, and support staff.
- Plan, execute, and deliver projects within budget and timeline constraints.
- Ensure compliance with BNBC, regulatory codes, and international standards.
- Conduct structural inspections, maintenance assessments, and safety evaluations.
- Manage contractors, consultants, and vendors effectively.
- Prepare budgets, cost estimates, and financial projections.
- Lead sustainability initiatives and environmental compliance measures.
- Monitor project progress and provide quarterly performance reports.

### Fire Safety & Compliance Leadership (New Role)

- Lead overall **Fire Safety Management System (FSM)** across all factory units.
- Ensure full compliance with **RSC, NFPA, BNBC Fire & Life Safety Codes**.
- Oversee fire protection systems including:
  - Fire hydrant & pump systems
  - Fire alarm & detection systems (as per NFPA 72)
  - Sprinkler systems and emergency evacuation plans
- Conduct fire risk assessments and implement mitigation strategies.
- Coordinate fire safety audits (RSC/Buyer/Authority) and ensure closure of findings.
- Develop and implement Fire Emergency Response Plans (ERP).
- Train employees and fire response teams on fire drills and safety procedures.
- Ensure proper documentation, testing, and maintenance of fire systems.
- Liaise with Fire Service & Civil Defense and regulatory bodies.

### Technical & Project Functions

- Evaluate and verify as-built drawings (Architectural & Structural).
- Conduct soil testing, feasibility studies, and structural design review.
- Supervise construction activities ensuring quality and safety compliance.
- Perform risk assessment and implement mitigation strategies.
- Maintain all project documentation and compliance reports.

### 2. Organization : Chaity Industrial Park of Chaity Group.

Position : Manager of Civil Engineering.  
Duration : November 2020 – September 2023



### 2 (a) : Chaity Composite Limited.

#### Responsibilities:

- Ensured all construction and renovation works complied with approved designs, drawings, and planning specifications.
- Reviewed and verified structural and architectural drawings using standard codes and tools (AutoCAD, steel structures).
- Experienced in DEA processes and compliant with BNBC 2006/2020 standards.
- Conducted RSC (ACCORD/ALLIANCE) structural audits for industrial facilities.
- Coordinated with consultants to identify and resolve design discrepancies.
- Supported compliance audits (structural, environmental, safety) by buyers and authorities.
- Maintained strict control over quality, safety, and construction activities.
- Prepared progress reports and ensured effective communication with stakeholders.

#### Key Achievements:

- Led structural retrofitting projects to enhance factory safety compliance.
- Managed DEA reports and testing (Ferro Scan, Core Cut, Rebar, Cylinder, etc.).
- Supervised preparation of as-built drawings and audit documentation.
- Collaborated with engineering and maintenance teams to resolve technical issues and optimize project cost without compromising quality.

### 2 (b) : Abul Kalam Spinning Mills Limited.



#### Responsibilities:

- Managed construction projects from start to finish ensuring cost, quality, and timeline control.
- Supervised site activities, contractors, and manpower for smooth execution.
- Verified quantities, bills, and ensured cost efficiency.
- Maintained safety, quality standards, and compliance with drawings.
- Coordinated materials, schedules, and reporting for timely delivery.

### 2 (c) : Mohammad Abul Kalam Foundation

#### Responsibilities:

- Developed project plans, schedules, and progress reports.
- Managed budgets, estimations, and ensured cost efficiency.
- Led teams and coordinated with departments for smooth execution.
- Supervised site activities ensuring quality and safety compliance.

- Delivered projects on time with optimal resource utilization.

**2 (d) : The PlasticMan Limited.**



**Responsibilities:**

- Managed residential construction projects ensuring quality, design, and BOQ compliance.
- Led teams of engineers and supervisors, ensuring smooth project execution.
- Coordinated with departments, contractors, and management for timely delivery.
- Monitored progress, materials, and maintained SOP compliance.
- Prepared reports and ensured successful project completion and handover.

**2 (e) : Ahique Dress Design Limited.**



**Responsibilities:**

- Prepared project schedules, work methodologies, and Site Implementation Plans (SIP).
- Supervised structural, plumbing, and finishing works ensuring quality and design compliance.
- Conducted structural audits and supported fire, electrical, and RSC/ACCORD compliance.
- Managed BOQ, estimation, budgeting, and cost control.
- Monitored materials, site progress, and resolved construction issues efficiently.

**3. Company : SCUBE Technologies Limited.**

Position : Manager of Civil Engineering.

Duration : November 2017 – October 2020



**Responsibilities:**

- Liaised with clients to understand their requirements and ensured timely delivery of projects.
- Prepared budgets and facilitated modifications according to client specifications.
- Provided assistance with renovation works as needed on-site.
- Scrutinized contractor bills for additional work and ensured accuracy.
- Accompanied clients on site visits as necessary to address concerns and ensure satisfaction.
- Followed up on ongoing and pending client requests for interior or maintenance work.
- Interpreted drawings and supervised implementation at the site to ensure alignment with specifications.
- Oversaw finishing works to uphold standards of quality.
- Conducted regular safety and security checks during site operations.
- Managed and monitored the progression of site work according to schedule.
- Inspected materials and workmanship for adherence to quality standards.
- Demonstrated excellent communication skills and fostered a collaborative team environment.
- Ensured efficient utilization of capital goods and machinery.
- Handled materials requisition, receipt, and quality checks in accordance with specifications.
- Maintained detailed records of vendors' work measurements.
- Cultivated positive relationships with both internal and external clients.
- Prepared daily progress reports and maintained effective email communication in line with project plans.

As the Head of the Civil Engineering department at SCUBE Technologies Ltd., I oversee a wide array of responsibilities encompassing the design, estimation, planning, and management of construction

activities for Substation and Solar Mini Grid Projects across remote regions of Bangladesh. Noteworthy projects under my purview include:

- Design, Estimation & Construction of “WREL 279.6 kWp SPV Minigrad @ South Shakuchia, Monpura, Bhola”.
- Design, Estimation & Construction of “WREL 218 kWp SPV Minigrad @ 1 no Monpura, Monpura, Bhola”.
- Design, Estimation & Construction of “VGL 249.6 kWp SPV Minigrad @ Munnier Chor, Jamalpur”.

**4. Company : SAM International Engineers Limited.**

Position : Assistant Engineer of Construction.

Duration : November 2014 – October 2017



**Overview:**

- Supervised high-rise construction projects at Bangabandhu Cantonment Tangail & Jessore Air Base under MES.
- Coordinated with MES officials, subcontractors, and stakeholders to ensure quality, specifications, and timelines.
- Managed day-to-day operations, resource allocation, and on-site challenges.
- Prepared BOQs, material estimates, MPRs, cost sheets, and managed budgets efficiently.
- Maintained documentation, tender submissions, and monthly reports on project progress and savings.
- Implemented strict safety and quality control protocols throughout project execution.

**Responsibilities:**

- Prepared BOQs, cost sheets, and budgets for multiple projects.
- Supervised on-site activities and verified material quantities and MPRs.
- Analyzed vendor rates, labor costs, and ensured cost-effectiveness.
- Managed documentation, tender submissions, and compliance reports.
- Monitored project expenses, material stock, and led the cost & budget team efficiently.

**PROFESSIONAL TRAINING & CERTIFICATIONS:**

- Post Graduate Diploma in Project Management (PGDPM) – England
- Fire Safety Management (FSM) Training – Certified in Fire Safety Systems, Risk Assessment & Compliance
- Project Management & Estimation Workshop – Planning, BOQ, Cost Control, and Scheduling

## SKILLS:

### Computer Skills:

- Microsoft Word, Excel, PowerPoint
- AutoCAD
- ETABS
- MS Project
- SketchUp

### Professional Skills:

- ✓ Creative & Critical Thinker
- ✓ Leadership & Team Management
- ✓ Strong Communication & Hardworking
- ✓ Project Management & Technical Planning
- ✓ Cost Analysis, Estimation & Bill Verification
- ✓ Quality Control & Quotation Evaluation
- ✓ Operational Analysis & Change Implementation

## EDUCATION:

M.Sc. in Environmental Science and Management  
CGPA: 3.44(out of 4)  
Jhangirnagar University, Bangladesh

B.Sc. in Civil Engineering  
CGPA: 3.31(out of 4)  
University of Asia Pacific (UAP), Dhaka, Bangladesh

## SPECIALIZATION:

- 100 Years Exposure Test on Carbonation of Concrete in Bangladesh. (Under the supervision of Prof. Dr. Tarek Uddin).
- A Review on Benefits of Urban Green Space. (Under the supervision of Dr. Rashedul Islam, Professor, Jahangirnagar University)

## PERSONAL INFORMATION:

Name: Fazle Rabbi  
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Mother: Amena Begum  
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