A. S. M. NAZIBUL BASSAR

Civil Engineer | Geo-ICT Engineer | Data & Records Management

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PROFESSIONAL PROFILE

Detail-focused, fast-learning professional with a civil engineering and Geo-ICT background, experience in project planning and documentation, and hands-on experience leading a data operations team. Accustomed to processing large volumes of records accurately, tracking deadlines and outstanding actions, and communicating clearly with clients in English. Comfortable moving between multiple systems, following live instructions, and taking ownership of tasks. Open to remote administrative, operations and data-management opportunities.

KEY SKILLS

- **Accurate processing:** accurate data entry, document control, quality checking and record maintenance in structured databases and spreadsheets.
- **Tracking & follow-up:** tracking tasks, projects, deadlines and outstanding actions across several workstreams at once.
- **Communication:** written and spoken English; professional client communication by email, chat and calls through freelance platforms.
- **Digital fluency:** strong Windows skills, Microsoft Excel and Office, multi-window and multi-tab working, keyboard shortcuts, Google Sheets and Apps Script automation, supplier and client portals.

PROFESSIONAL EXPERIENCE

Geo-ICT Engineer & DBO (Data Beheer Openbare Ruimte) Team Lead

Oct 2024 – Present

HawarIT BD, working on GeoBORG projects (Dutch clients, remote from Bangladesh)

- Led large-scale topographic registration projects for 15+ Dutch municipalities, water boards and provinces.
- Managed and mentored a team of 20 (5 analysts and 15 operators), overseeing workload planning, quality control and on-time delivery.
- Administered PostgreSQL spatial databases and configured GeoServer for web mapping applications.
- Integrated LiDAR point clouds in MicroStation and ArcGIS Pro to digitise 3D objects and detect location changes; designed survey routes, post-processed field data and delivered client-ready datasets.
- Write automation scripts (e.g. Google Sheets time-tracking), work in public-space management software such as iAsset, Brutis and Cyber, and apply IMBOR knowledge.

Assistant Engineer, Planning and Tender Department

Aug 2022 – Jan 2024

Sinamm Engineering Ltd, Dhaka

- Assisted with project plans and schedules; analysed project data and material specifications, estimated quantities and compared alternative materials across structural, architectural, electrical, fire-suppression and water-supply packages.
- Produced progress reports and visualisations; worked daily in Microsoft Project, Microsoft Office and AutoCAD.

Freelance Civil Engineering & GIS Consultant

Present

Fiverr and Upwork (remote, international clients)

- Deliver civil engineering and GIS services to international clients, managing enquiries, requirements and deadlines independently.
- Communicate with clients in written English, agree scope, provide progress updates and handle revisions.

EDUCATION

BSc in Civil Engineering (Structure major) — 2022

Bangladesh University of Engineering and Technology (BUET) | CGPA 3.08

Higher Secondary Certificate (HSC) | Rangpur Govt College | GPA 5.00 — 2016

Secondary School Certificate (SSC) | Rangpur Zilla School | GPA 5.00 — 2014

CERTIFICATIONS

ISMS Auditor / Lead Auditor Course (ISO/IEC 27001:2022) | AGS Quality Action (Exemplar Global certified), 40 hrs — Aug 2026

Complete Course on ArcGIS | Interactive Cares — 2024

Excel Skills for Business: Essentials | Macquarie University — 2020

Speak English Professionally | Georgia Institute of Technology — 2020

ADDITIONAL INFORMATION

- **Professional membership:** Member, Institution of Engineers, Bangladesh (IEB).