

MEJBAH UDDIN

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Career Objective:

With considerable experience, expertise, and dedication at work, I wish to be a part of an organization, where I can contribute to its stability and growth by utilizing my academic learning and experience.

Career Summary:

Responsible, dedicated, and well-experienced to handle over 100(Hundred) vehicles (light & heavy) repairing maintenance work, follow duty schedule, updating vehicles documents, bill checking with dealing accidental related work. Complete knowledge and understanding regarding the basic fundamentals of the automotive engineering.

Special Qualification:

Full understanding of transport operational systems
Able to operate effectively in a high volume service driven transport operation
Comprehensive understanding all of areas of the supply chain
Able to work diplomatically in a unionized environment

Employment History:

Total Year of Experience : 10.4 Year(s)

1. Deputy Manager (July 1, 2018 - Continuing)

Mohammadi Group

Company Location : Lotus Kamal Tower-01, Head Office(9th-10th Floor), 57 Joar Sahara, Nikunja-2, Khilkhet, Dhaka-1229
Department: Transport

Duties/Responsibilities:

1. Propose improvements in the existing transport system
2. Write letter to various authority for registration, name transfer etc.
3. Responsible to handle the accident cases & traffic police with concerned department and amending the insurance claim.
4. Company's all drivers & helpers duty schedule maintain
5. To keep Company's all vehicles in good serviceable condition by proper maintenance & repair on time.
6. To make work/purchase order for maintenance or purchasing vehicles of company's
7. Routing and tracking companies vehicles by the tracking system.
8. Recruiting drivers & helpers by proper policy of the company.
9. To process of all vehicles maintenance bill by market surveying.
10. Every three months later making an estimated cost for companies all vehicles maintenance, documents renewing or others and submitting to managements.
11. Update and maintain vehicles all documents related with BRTA by physical visit and presence.
12. Hired light and commercial vehicles from third party when required.

2. Assistant Manager (July 1, 2016 - June 30, 2018)

Mohammadi Group

Company Location : Lotus Kamal Tower-1,Head Office(9th-10th floor),57 Joar Sahara C/A , Nikunja-2,Khilkhet,Dhaka-1229
Department: Transport

Duties/Responsibilities:

1. Propose improvements in the existing transport system
2. Routing and tracking companies vehicles by the tracking system.
3. Responsible to handle the accident cases & traffic police with concerned department and amending the insurance claim.
4. Company's all drivers & helpers duty schedule maintain
5. To keep Company's all vehicles in good serviceable condition by proper maintenance & repair on time.
6. To make work/purchase order for maintenance or purchasing vehicles of company's
7. Write letter to various authority for registration, name transfer etc.
8. Recruiting drivers & helpers by proper policy of the company.
9. To process of all vehicles maintenance bill by market surveying.
10. Every three months later making an estimated cost for companies all vehicles maintenance, documents renewing or others and submitting to managements.

3. **Transport Officer (September 1, 2012 - June 30, 2016)**

Mohammadi Group

Company Location : Lotus Kamal Tower-01, Head Office(9th-10th Floor), 57 Joar Sahara, Nikunja-2, Khilkhet, Dhaka-1229
Department: Administration

Duties/Responsibilities:

01. Company's all vehicles mechanical problem physically check-up and troubleshooting.
02. Keep records/ history of company all vehicle maintenance work & accidental work.
03. To keep Companies all vehicles in good serviceable condition by proper maintenance & repair on time.
04. Routing and tracking company's vehicles by the tracking system.
05. Update and maintain vehicles all documents related with BRTA by physical visit and presence.
06. Prepare periodic report on vehicles usage, fuel consumption and service record.
07. Provide assistance to staff members of their vehicle request.
08. Recruiting drivers & helpers by proper policy of the company.
09. Hired light and commercial vehicle by third party when required.

4. **Service Engineer (October 1, 2010 - August 31, 2012)**

Power Craft (Computerized Automobile Maintenance Center)

Company Location : 29 Monipuripara, Shangshad avenue, Tegaon, Dhaka-1212
Department: Administration

Duties/Responsibilities:

1. Responsible to guide the clients on maintaining their vehicles and ensuring efficient performance of the vehicles
2. Identify the reasons for malfunctioning of the vehicle and assign technician to perform the repair works
3. Prepare the cost estimates including the services and repair costs and the cost of spare parts, if needed.
4. Maintain and manage a daily record of repairs and services of vehicles undertaken and completed.
5. Drive the vehicle with the technician and the customer to gain firsthand knowledge of the vehicular problems.
6. Ensure delivery of vehicles to customers on time.
7. Handle and manage softly the minor complaints and irritants with the customers.
8. Educate customers on maintaining their vehicles free from troubles and problems.
9. Supervise, manage and monitor automotive service technicians and repairers.
10. Ensure customer satisfaction at the highest level through effective services and repairs.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration
Bachelor in Engineering (BEngg)	Mechanical Engineering	Sonargaon University	CGPA:3.04 out of 4	2019	4 Years
Diploma in Engineering	Power	Feni Polytechnic Institute	CGPA:3.42 out of 4	2010	4 years
SSC	Business Studies	Kabirhat High School	CGPA:3.19 out of 5	2006	Session:2005-06

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	Automobile Troubleshooting and Maintenance.	Govemment Motor Vehicle Workshop.	Bangladesh	16,Abdul Gani Road,GPO,Dhaka	2009	3 Months

Career and Application Information:

Preferred Job Category : Engineer/Architect
Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 70000
Expected Salary : Tk. 75000
Preferred District : Dhaka
Preferred Country : Australia, Germany, Japan, Kuwait, Malaysia, Oman, Qatar, Singapore, United Arab Emirates
Preferred Organization Types : Engineering Firms, Pharmaceutical/Medicine Companies, Group of Companies, Automobile

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Transport ManagementAutomobile repairing & MaintenanceStrategic Planning	<ol style="list-style-type: none">1.Extensive knowledge in automobile engineering, repairs and maintenance techniques2.Excellent problem solving skills that help detect and analyze a problem and find solutions.3.Strong observational and investigative abilities that help detect a problem4.Able to multiple relationships at different levels.5. Man management skills. <p>.</p>

Language Proficiency:

Language	Reading	Writing	Speaking
Bangli	High	High	High
English	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father's Name : Late Mohi Uddin
Mother's Name : Rehana Akter
Date of Birth : January 1, 1991
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 4204769550
Religion : Islam
Permanent Address : C/O: Amin Shaheber Bari, Village:Ghosbag, Ward No: 08, Kabirhat Pourashava, Kabirhat, Noakhali, KhilketTSO, Kabirhat, Noakhali 1229
Current Location : Dhaka

Reference (s):

Name : Md.Salahuddin
Organization : Mohammadi Group
Designation : DGM, HR & Administration
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Relation : Professional