**Resume of Foyez Ahmed **

**Contact Address:**

Shugondha Holdings, Plot-29/ C& D, Tejgaon I/A Dhaka-1208.

Cell: **01915094784**, **01920650800**

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**Career Objective:**

To build my career in automobile fleet management, maintenance & customer service, procurement management and face challenging investigation to synchronize multi-disciplinary skills of management & engineering with self –competence and hard work.

**Special Qualification:**

Valid driving license & capable of driving both manual & automotive transmission vehicle. Vehicle diagnosis expert, accidental vehicle investigation, loss surveying & claim to insurance. Trained supply chain management for procurement & supply.

**Academic History:**

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| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration Major** | **Institute** | **Result** | **Board** | **Year** |
| BSc in Engineering | EEE | IBAIS University | 3.42 (4.0) | UGC | 2018 |
| Diploma in Engineering | Power /Automobile Technology | Khulna Polytechnic Institute | 3.27 (4.0) | BTEB | 2013 |
| SSC | General Electrical Works | Technical Training Institute | 4.59 (5.0) | BTEB | 2009 |

***Total year of Experience:* 07 year(s)**

**Employment History-I**

**Sr. Executive (Trasnport Department)( July 02,2018 to continued)**

**Nipro JMI Pharma LTD.**

Company Location : Unique Hight,Level-06, 117 Kazi nazrul Islam avenue, Ramna, Dhaka.

Department : HR & Admin

**Duties/Responsibility :**

* Identify Orginal Parts and trouble shoot all type of vehicale by in house workshop
* Supervised the maintenenace and reparing works of out side enlisted W/S
* Purchase spair parts of recondition items of all car and micro.
* Driver and helper for the demand of requitemnt of all car and micro bus with delivery van.
* Recruit, interview, select, train, motivate, coach, and mentor and transport drivers.
* Transport related all kind of activities as for driver requirment and fuel cost maintain.
* Preparing & monitoring vehicle maintenance and servicing issue.
* Supervise & ensure all the vehicle related issue (Like-Fitness, Tax token, Reg. Paper, Rout permit & Insurance etc.).
* Supervise the drivers regarding their duties & responsibilities.
* Checking vehicle Log Book, Allowance, Bill, Fuel consumption.
* Maintain liaison and negotiating with necessary Govt. offices as like as BRTA, Roads & Highways, local police station etc.
* Ensure all vehicle documents are updated and ready.
* Any other assignments given by management time to time.

**Employment History-II**

**Sr. Officer (Admin Transport) (October 01, 2015 April 30, 2018)**

**General Pharmacutals Ltd.**

Company Location : Sara Aftab Tower, 6/6/1 Ring Road, Adabor, Shamoly, Dhaka

Department : HR & Admin

**Duties/Responsibility :**

1. Purchase spair parts demand from Factory and 24 Depot of 130 Vehicle
2. Identify Orginal Parts and trouble shoot all vehicale by workshop
3. Heavy vehicle trouble shooting Knowledge
4. Maintenance of all car and micro bus.
5. Make purchase order of ERP and ORACLE softwire.
6. Transport related all kind of activities as for driver requirment and fuel cost maintain.
7. Preparing & monitoring vehicle maintenance and servicing issue.
8. Supervise & ensure all the vehicle related issue (Like-Fitness, Tax token, Reg. Paper, Rout permit & Insurance etc.).
9. Supervise the drivers regarding their duties & responsibilities.

10. Any other assignments given by management time to time.

**Employment History-III**

**Officer (Service Engineer-SPD) February 02, 2014 to September 29, 2015**

**Nitol Motors Ltd.**

Comapany Location : Razarhat, Jessore.

Department : Spare parts division (SPD).

**Duties/Responsibility :**

1. Generate order form, job estimate, logbook etc.
2. Tata Genune parts idenfify and how to use for Engine and other mechanizm fitted in vehicle.
3. Service and Spare parts Supervised in a Central workshop.
4. Trouble shoot of all commercial heavy vechile and purchase of spair parts.
5. Purchase of all kind of spare parts from local market in time.

6. Inspect individual vehicle and maintein quality control (service, spare parts and machine shop job)

7. Monitoring Engine & trasmission departrment and ensure Engine overhouling, service,repair works.

8. Any other assignments given by management time to time.

**Training Summary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training title** | **Institute** | **Location** | **Year** | **Duration** |
| Industrial Attachment of Diploma in Engineering | NITOL-TATA Motors Ltd | Jessore | 2012 | 4 months |
| Industrial Attachment of General Electiracal | BITAC | Shiromoni, Khulna | 2009 | 2 months |
| Basic Industrial Electrial Machine PLC Training | Techical Training Center, Khulna | Khulna | 2008 | 8 Months |

**Extra Curriculum Activities:**

# Proficiency in MS Office (Word, Excel, Power point)

**#** browsing Internet, E-Mailing by Microsoft outlook

# Proficiency in ERP and Oracle software

**Language Efficiency:**

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| --- | --- | --- | --- |
| **Language** | **Reading** | **writing** | **Speking** |
| Bangla | High | High | High |
| English | High | High | Medium |

**Personal Information:**

Father’s Name : Md. Abul Kahsem

Mother’s Name : Halima Begum

Nationality : Bangladeshi

National ID card. : 912 662 5681

Religion : Islam

Date of Birth : December 5, 1989

Sex : Male

Marital Status : Married

Permanent Address : Vill : Jogipole,P.O: Shiromoni, P.S : Khanjahan Ali, Dist : Khulna.

Current Location : Dhaka

**References :**

**1**. **Lt Cdr. Md Shahidur Rahman (BN-Rtd)**

Head of Administration

**JMI Group- Ramna Dhaka**

Cell : 01727-282031

**2. Nur Ahmed**

Head, Dept. of Business Administration.

**IBAIS University –Uttora Dhaka**

Cell : 01711731599

**Certification :**

I, hereby, declare that the above information is true and correct. I bear the responsiblity for the correctioness of the above mentioned particulers.

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Foyez Ahmed