

Mohammad Kamruddin

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To

The Head of Recruitment

Bangladesh Honda Pvt. Ltd.

Saimon Centre, 3rd Floor, 4/A, Road – 22, Gulshan-1, Dhaka 1212, Bangladesh

Application for the Post of “Assistant/Deputy Manager, Procurement (Frame & Chassis)”.

Dear Sir/Madam,

In response to your recent advertisement on” www.bdjobs.com” for the above-mentioned post, I am pleased to submit my answer of questions you asked.

Question-1: Why do you apply to HONDA?

Answer: Actually, my career goal is to work with a reputed company like you and my academic qualifications and experiences exactly matches your requirements for the said post. Moreover, the philosophies (Respect to individuals and Three Joys) of HONDA is very nice like other Japanese Philosophies and your innovations like Fuel Cell, Collision Sensing, Dual Clutch Transmissions are very interesting to me.

Question-2: What and How will you contribute to HONDA?

Answer: In accordance with my educational qualifications and experiences, I can serve HONDA in the field of Procurement/Supply Chain Management sector. I am a graduate in Industrial & Production Engineering(IPE) which is a perfect blend of Mechanical Engineering, Operations Management, Basics of Industrial Automation and Business Administration. During my Graduation period I had accomplished an industrial attachment of 01(one) week at Atlas Bangladesh Ltd. (A Concern of BSEC) on assembling and after sale service of Hero Honda/Honda Motor Cycle. So, I am familiar with the components of Motorcycle and service process. Motorcycle frame and chassis are subject to material shaping, fabrication and coating. In my previous employers, I was involved to procure those types of materials (Steel tubes, Al Tubes, Steel Sheet, fasteners, TIG Electrode, MIG Wire, Powder coating materials etc.) and equipment (MIG/TIG Machine, Pipe bender, Jig-Fixtures, Spot Welder, Powder Coating Gun etc.) which are closely related to the materials for the manufacturing of motorcycle frame and chassis. I am confident that if opportunity provided me to serve HONDA, I can prove myself an asset by hardworking and professionalism.

Question-3: Do you have Motorcycle driving license? Do you have motorcycle?

Answer: I am a beginner and performed a few rides of motorcycle for learning purpose. Currently I am learning driving of 04(four) wheelers with manual transmission. After that I will apply for the combined license of Motorcycle and Light duty 04(Four) wheeler. I don't belong any motorcycle now.

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CAREER OBJECTIVE:

To develop a successful career in any reputed organization and to work in challenging environment where has the chances to utilize my skills, experience and creativity.

CAREER SUMMARY:

Well organized professional with over seven (07) years' experience as a SCM Specialist impacting corporate performance by providing effective support for sourcing planning, on time procurement, supplier negotiation & relationship management, tendering & contract administration, inventory control and cost reduction. Possesses a Bachelor degree in Industrial & Production Engineering (IPE) and a PGD in Supply Chain Management.

WORKING EXPERIENCE(S):

1. Asst. Director (Purchase Dept.)

August 11, 2014 – Continuing

WALTON GROUP

Block-I, Basundhara R/A, Dhaka-1229, Bangladesh

Duties/Responsibilities:

- Plan and develop the purchasing function for the company and to procure equipment, spare parts, raw materials & service complying to project Quality and Specification requirements.
- Manage of purchasing information and systems, and review commodity strategy with the management team.
- To ensure timely delivery of equipment, raw material & systems to support project works as per approved work program.
- Negotiate with local and international suppliers; prepare price comparisons, cost saving budgeting and targeting, taking necessary approvals to issue Purchase/Work Order and Deed of Agreements.
- Taking necessary steps to open L/C, follow-up with foreign suppliers for on-time shipment and resolve all kinds of L/C related issues.
- Make or buy analysis of Machine elements and make decision in cooperation with management team

2. Procurement Engineer

February 16, 2013 – August 6, 2014

KYCR COIL INDUSTRIES LTD. (KDS Group-Steel Division)

Baro Kumira, Sitakunda, Chittagong, Bangladesh

Duties/Responsibilities:

- Analyze technical data, design, preliminary specifications, manufacturing limitations, supplier's facilities and availability of parts & equipments.
- Arrange and participate in conference between supplier & engineers, purchasers, inspectors & other company personnel to facilitate material inspection, substitution, standardization, rework, salvage, utilization and economical purchase of parts & equipments.
- Preparing Purchase Order responding to user & supplier inquiries, reviewing requisition order to verify accuracy, specifications and technology comparing price, specifications and delivery dates to determine the best bid among the potential suppliers.

HEIDELBERGCEMENT BANGLADESH LTD.,

South Halishahar, Chittagong-4204, Bangladesh

Duties/Responsibilities:

- Co-ordinate procurement of materials by negotiation in terms of price, quality, guaranty/warranty & credit terms.
- Co-ordinate formal bid, review & assist in development of specifications, terms & conditions.
- Negotiate with Foreign suppliers in terms of price, guaranty/warranty and penalty for late shipment, insurance claim, third party inspection etc & follow-up for delivery.
- Maintain contract file. Review contracts to evaluate overall revisions, price & performance of each prior to bid or renewal.
- Control inventory level by “Enterprise Resource Planning (ERP)” Software as per Group Spare Parts Planning (GSPP) of HEIDELBERGCEMENT Group.

EDUCATIONAL DETAILS:

Exam Title	Concentration	Institution	Result	Passing year	Duration
Post Graduate Diploma	Supply Chain Management	International Qualifications Network (IQN)	Awarded (66% Marks)	2016	06 Months
B. Sc in Engineering	Industrial & Production Engineering	Rajshahi University of Engineering and Technology (RUET)	CGPA 3.15 (scale 4.00)	2010	04 Years
H.S.C	Science	Rangamati Govt. College	GPA 4.60 (scale 5.00)	2004	02 Years
S.S.C	Science	Anowara Adarsha High School Chittagong.	GPA 4.00 (scale 5.00)	2002	02 Years

TRAINING & CERTIFICATE:

- Workshop on “Supply Chain Management”.
-By HRD Foundation Bangladesh
- Training on “Industrial Safety Management”.
-By Mr. Kamsani Nickman (In charge-HSE, Asia Oceania, HEIDELBERG TECHNOLOGY CENTER)
- Workshop on “Leadership Vs. Management”
-By Mr. Mustaque Ahmed (Director HR, HEIDELBERGCEMENT BANGLADESH LTD.)
- Workshop on “Application & programming of Microcontroller”
-Arranged by MICROCONTROLLER ASSOCIATION OF RUET
- Industrial Attachment at NATIONAL TUBES LTD. & EASTERN TUBES LTD.
-National Tubes Ltd. are only authorized manufacturer of API gas pipe in Bangladesh & Eastern Tubes Ltd. are Florescent Bulb manufacturer.

PERSONAL DETAILS:

Name : **Mohammad Kamruddin**
Father's Name : Hafej Md. Elias
Mother's Name : Mahbuba Khanam
Date of Birth : 4th January 1987
Marital Status : Single
Permanent Address : S/O: Hafej Md. Elias, Village: Rudura, Anowara, Chittagong-4376, Bangladesh

COMPUTER LITERACY:

Operating System : Windows XP/Vista/Windows7/Windows 8.1
Design Software : AutoCAD, AutoMod (Modeling/Simulation Software)
Application software : ORACLE E-Business Suit, MS Word, MS Excel, MS PowerPoint, Lingo (Linear Programming Software), ERP, E-Workflow

LANGUAGE PROFICIENCY:

- Excellent in written and spoken English.
- Excellent in written and spoken Bengali.

REFERENCE(S):

Reference: 01

Name : **Dr. Md. Mosharraf Hossain**
Organization : RUET
Designation : Professor & Head of IPE Dept.
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Relation : Academic

Reference: 02

Engr. Md. Aminul Islam
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