

December 31, 2017.

Bangladesh Honda Pvt. Ltd.
Re: **Executive, Dealer Training.**

Dear Sir

I am attaching my current resume for your perusal since after hearing the posted job description from bdjobs.com. I

believe that my skills and experience will make me an excellent candidate for employment with your reputed organization.

I have great respect for your HONDA products and I would welcome the opportunity to work with the best in the business. At the same time, I have friends in the industry who have told me about HONDA's respect for employees and how you create a great environment for rewarding innovation. I think my proactive style would fit in really well here — especially in this particular role.

My previous work experience included innovation in many areas, including strategies for more effective teamwork. At my previous company, I devised strategies for improving teamwork and communication among members of team projects. I can bring not only my ideas from my previous job, but my general passion for innovation, to HONDA.

I Have learner driving license and I don't have any motorcycle but I will buy one at June 2018.

Highlights of my qualifications, as outlined in the enclosed resume, include:

Over 5 years & 8 months of experience in Presentation Skills, Client Relationships, Emphasizing Excellence,

Energy Level, Negotiation, Prospecting Skills, Administrative related work, Team work, Managerial and leadership

skills, have good knowledge on computer system, Supervise all kinds of maintenance task and verify the maintenance expenses.

Sincerely,

Yours Truly



Rubyat Bin Khosru.

RUBYAT BIN KHOSRU

Executive - Protocol, Beximco.

+8801611-474774

E-mail: zonerubyat@gmail.com

House-16, Road-13, Block-C, Mirpur-06, Dhaka-1216.



OBJECTIVE:

My ultimate objective is to contribute to humanity. I would like to work such as any workspace where sincerity is highly appreciated and an innovative working atmosphere is provided with up-to-date. Looking for a challenging position to utilize my skills in up grading the knowledge in any discipline.

Special Qualification:

- Managerial and leadership skills
- Team player, dependable and with high level of integrity
- Strong desire to lead an honest life with dignity.

Employment History:

Total Year of Experience: **5.8 Year(s)**

PRESENT JOB EXPERIENCE:

I have been serving in Beximco Holdings Ltd. since 11th Jul 2016 to till now. Present position in my existing organization Executive Corporate Protocol.

Job Responsibility:

- Receive foreign delegates at the airport & complete their immigration process and customs related works.
- Arranging On Arrival Visa for company guest at the airport.
- Arranging employment VISA and VISA extension for foreign employee.
- Work permit arrangement for foreign employee and directors.
- Maintain liaison with Special Branch, Immigration Police, Customs, N.S.I, D.G.F.I, Civil Aviation, Air Intelligence and other government entities.
- Arranging landing permit, maintenance and refueling of Charter Flight
- Assist in organizing hospitality and other logistic arrangement for visiting foreign delegates.
- Keeping up record of high official visa validity.
- Keeping up record of high official and guest travel history.
- Keeping up record of passport validity
- Taking care of visiting delegates and guests at the airport and looking over security for them.
- Maintaining associate administrative support.
- Able to handle successfully complaint and take proper disciplinary actions
- Coordinating with employee and Visa agents for visa and passport.
- Arranging protocol service for guest and high official
- To ensure smooth protocol services for Beximco Holdings Ltd. High Officials and top management.
- Applying visa process for our directors to various countries.
- Maintaining liaison with different embassy for purposes of communication meeting schedule and visa processing.
- Maintain daily office transactions and keep the all expenses record.
- Prepare all monthly expense report.
- Maintain incoming and out-going documents, files, prepare routine correspondence and general reference documents, organize data and maintain records and files.

Supervisor Name : SYED TASNIN HOSSAIN,
Position/ Post : Senior Manager, Corporate Protocol, Beximco.
Mobile No : +8801711522041

Reason for wishing to change employment: I want to change my job because of due to learn new things and taking new challenge.

PREVIOUS EXPERIENCE:

1. Served **S S Printers Fashion Ltd.** as a **Admin Executive** 10th June 2012 to 09th July 2016.

Job Responsibility:

- a) Maintain daily office transaction.
- b) Assist financial and accounting reporting work.
- c) Prepare all monthly bills.
- d) Checking all administration related bill.
- e) Applying visa for high official and guest of various countries.
- f) Keeping up to date company documents like trade license, Fire License, Trade License, BGMEA membership.
- g) Handle labor law related issue as per Management decision.
- h) Maintaining liaison with factory inspector department & fire inspector.
- i) Taking care of utility connection.
- j) Arranging new utility connection.
- k) Keeping up to date of utility connection dues and maintain proper record.
- l) Keeping up to date pool car and delivery van permit related paper renewal.
- m) Maintaining pool cars fuel & generators fuel.
- n) Monitoring office pool vehicle as per requisition efficiently.
- o) Support service maintains.
- p) Supervision all office maintenance related work.
- q) Checking inventory properly.
- r) Supervision of fixed asset.
- s) Housekeeping & other supporting work.
- t) Supervision security service regularly.

Supervisor Name : Md. Amir Haider
Position/ Post : Managing Director
Mobile No : +8801715280258
Reason for Leaving : I get good opportunity from Beximco Holdings Ltd.

2. Served **Habib Automobile** as a **Junior Officer** 01st July 2011 to 10th January 2012.

Job Responsibility:

- a) Accounts related task as per required.
- b) Maintain supply chain management.
- c) Inventory Management system.
- d) Commercial work as per required.

Supervisor Name : Kazi Rafiqul Islam Tublok.
Position/ Post : CEO

Reason for Leaving : Habib Automobile switch to Gazipur.

HOBBY & INTEREST:

Badminton, Football, Cricket, Traveling Domestic & International.

COMPUTER KNOWLEDGE:

12 Months Computer course in The Sun multilingual shorthand and computer institute.
(Windows, Linux (mandrake), Ms Office- Internet browsing, E-mail operating & hardware.)

SPECIALTY AREA:

Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Administrative related work, Team work, Managerial and leadership skills, have good knowledge on computer system.

EDUCATIONAL INFORMATION:

- 1. MSS (Economics)** : Obtain Second Class, Session: 2011 Institution: National Bangla College Dhaka, Under National University.
- 2. BSS (Hon's in Economics)** : Obtain Second Class, Session: 2010 Institution: Tejgaon College Dhaka, Under National University.
- 3. H.S.C. (Business Studies)** : GPA 4.10 out of 5.00, Session: 2006, Institution: Adamjee Cantonment College Dhaka, Dhaka Board.
- 4. S.S.C. (Business Studies)** : GPA 3.81 out of 5.00, Session: 2004, Institution: Shaheed Abu Taleb High School, Dhaka Board.

LANGUAGE

Bangla : Read, Write & Speaking (Mother Language)
English : Read, Write & Speaking

PERSONAL INFORMATION:

FATHER'S NAME : Md. Amir Khosru.
MOTHER'S NAME : Ms. Razia Khosru
SPOUSE NAME : Ms. Roji Akhter
DATE OF BIRTH : October 20, 1989.
RELIGION : Islam (Sunni by Birth).
NATIONALITY : Bangladeshi (By birth).

REFERENCE:**1. Syed Tasnin Hossain**

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2. Muhammad Sunny Makam

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YOURS TRULY



(RUBYAT BIN KHOSRU)