

Cover Letter

Md. Mehedi Hasan
Road # 30, House # 417
New DOHS, Mohakhali
Dhaka-1206, Bangladesh

03 February 2021

To
Human Resources Division
Bangladesh Honda Private Limited (BHL)
Saimon Centre, 3rd Floor, 4/A,
Road - 22, Gulshan - 1, Dhaka – 1212

Subject: **APPLICATION FOR THE POST OF “EXECUTIVE - QUALITY CONTROL”.**

Dear Sir,

I am pleased to present my resume to you for a position as an **“EXECUTIVE - QUALITY CONTROL”**. I am the candidate for the post and I am highly interested in the position which is above mentioned. I have a range of relevant skills and experience that fit the position.

- I am working as an **“Sr. Executive (Service & Maintenance)”** at **Arif Group of Companies of Industries (Baichi International)**, New DOHS, Mohakhali, Dhaka-1206. I am working in Logistics Department.
- I worked as a **“Maintenance Engineer”** at **HMBR Tools & Chemicals Ltd.**, Mirer Bazar, Gazipur. I have experienced on Chemical Production as well as maintenance.

Being a performance driven and forward thinking professional, I welcome the opportunity to meet with you to discuss how my extensive experience and skills would benefit your Company. Thank you for your valuable time and I look forward for a positive response to hearing from you soon.

Thank you.

Md. Mehedi Hasan

MD. MEHEDI HASAN

Address: H # 417, R # 30, New DOHS

Mohakhali, Dhaka-1206

Mobile No 1: 01516336523

Mobile No 2: 01625956036

E-mail : naimhasan005@gmail.com, mehedihasaniubat01@gmail.com



Career Objective:

I am highly interested to be an employee of an organization where I can contribute my skills to the further development of the organization, and achieve growth in my professional career.

Career Summary:

I am self-confident, well organized, friendly and can easily interact with people at all levels. I have the capability to work under pressure with fast learning. I got ability to adapt situations, believe in teamwork, excellent in interpersonal communication and management.

Special Qualification:

- (a) Auto CAD 2D & 3D
- (b) Service and Support
- (c) Trained up to End User Level of Engineering Equipment.
- (d) Designs, drawings, specifications, estimations, BOQ and budget of Project Work.
- (e) Automobile
- (f) Light & Heavy Industry
- (g) Transport
- (h) Programmable Logic Control (PLC)

Employment History:

Total Year of Experience : 5.1 Year(s)

1. Sr. Executive (Service & Maintenance) (January 1, 2017 - Continuing)

Arif group of companies and industries (Baichi International)

Company Location : H# 417, R#30, New DOHS, Mohakhali , Dhaka-1200

Department: Service & Maintenance

Duties/Responsibilities:

- a) Skilled on technical services for sub-assembling, pre delivery inspection, periodical maintenance, problem solving of diesel engine, hydraulic, transmission, differential, clutch, steering etc.
- b) Plan & prepare service & maintenance schedule for all supplied equipment's.
- c) Prepare & maintain proper documentation for maintenance report as well as progress report.
- d) Provide a maneuver and functional training to end user level for the specific equipment's and vehicles.
- e) Technical Support & Physically hand work with mechanic.
- f) Making Business proposals along with Technical Offers for Customers.
- g) Tender Preparation (Study & Analysis of Tender Schedule including the Technical Specifications, Documentation and Submission).
- h) Sourcing of products and communicate with Foreign Principals/Manufacturers.

- i) Maintaining liaison with Directorate General of Defence Purchase (DGDP), Armed Forces HQs, Police Headquarters, RAB and other Law Enforcement Agencies.
- j) Preparing Technical Specifications to meet the Standardization Process for procurement of any new item/ equipment for the customer.
- k) Making agreement with Foreign Principals and others.
- l) Skilled on efficiently and correctly handle all Export & Import, shipping documentation including customs and shipping documents (AWB/BL, Invoices, packing list, BOE etc.) preparation.
- m) Skilled to handle all kinds of Banking Functions and documentation (Letter of Credit, Tender Security Guarantee, Performance Guarantee etc.).
- n) Communicate with Technical Information to Non-Technical staff in a way that is easy to understand.
- o) Skilled on MS Office (MS Word, MS Excel, Power Point & Photoshop), Internet Browsing and must have fast standard typing speed (Both English & Bengali).
- p) Proficient in English speaking, writing, report preparation etc.

2. Maintenance Engineer (May 5, 2016 - December 31, 2016)

HMBR Tools & Chemicals Ltd.

Company Location : Mirer Bazar, Gazipur, Dhaka

Department: Refurbishment

Duties/Responsibilities:

1. Being responsible for installation of chemical machinery like as Liquid Filling Machine, Powder Filling Machine, Packing Machine, Weighing Machine, Boiler, Chiller etc.
2. Evaluate and improve on processes in manufacturing systems.
3. Maintain reliable and safe manufacturing systems
4. Making sure that products are produced on time and are of good quality.
5. Being responsible for the selection and maintenance of equipment.
6. Ensuring that health and safety guidelines are followed.
7. Working with Sr. Engineer to implement the company's policies and goals.
8. Supervising and motivating a team of workers.
9. Monitoring the production processes and adjusting schedules as needed.
10. Technical Support & Physically hand work with technician.
11. Work in erection period with designers & manufacturing officers.
12. Work properly during incident investigations as per the provided suggestions.

Academic Qualification:

Exam Title	Concentration /Major	Institute	Result	Passing Year	Duration	Achievement
Bachelor in Engineering	Mechanical Engineering	International University of Business Agriculture and Technology (IUBAT)	CGPA: 3.32 out of 4	2016	4 years	I have a semester performance Certificate.
HSC	Science	Mohipur Govt. Hazi Muhsin College	CGPA: 4.40 out of 5	2011	2 years	-
SSC	Science	Bagzana Bilateral High school	CGPA: 4.06 out of 5	2009	5 years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Operation and Maintenance	Operation, Maintenance & Trouble Shooting of Inflatable Boat with Evinrude Engine	Postogola Cantonment, Dhaka	Bangladesh	Postogola Cantonment, Dhaka	2019	01 Month
SKF Distributor College	Overall Bearing System	Online Course (Controlled by SKF Directly)	Bangladesh	78, Nawabpur, Dhaka	2017	Three Month
Automobile Technology	Operation, Maintenance, Repair and Troubleshooting of Special vehicle (Truck Sewerage)	CMTD, Dhaka Cantonment	Bangladesh	MES, Banani, Dhaka	2017	Two Months
Mechanical & Electrical Practical Training of APC/CCV	Operation, Repair, Maintenance and Trouble-Shooting of APC/CCV	Police Headquarters, Dhaka, Bangladesh	Bangladesh	Police Headquarters	2017	1 (one) Month
Industrial Attachment	Working Principle, Maintenance, Trouble-Shooting in Automotive sector at Nitol Motors LTD. (Service)	MTS (Mechanic Training School)	Bangladesh	Malibagh, Madanpur, Narayangonj	2016	Four Month
Auto CAD 2D & 3D	Designing	IUBAT University	Bangladesh	Sector 10 , Uttara, Dhaka	2016	Four Month

Professional Qualification:

Certification	Institute	Location	From	To
Auto CAD 2D & 3D	IUBAT University	Uttara, Dhaka	October 12, 2017	January 15, 2018

Extra-Curricular Activities:

Member of Rotary Club of Modhumoti, Dhaka, Auto CAD Drawing, Reading, Writing etc.

Career and Application Information:

Looking For : Mid-Level Job
Available For : Full Time
Preferred Job Category : Engineer/Architect, Design/Creative, Production/Operation, CAD Operator, Other
: Special Skilled Jobs
Preferred District : Anywhere in Bangladesh.
Preferred Country : Bangladesh
Preferred Organization Types : Engineering Firms

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Quick learner• Mechanical Design• Microsoft Office Suite• Microsoft Excel• Electrical Installation• Technical problem-solving• Works well in diverse team environment• Strong decision maker• Plastic mass-manufacturing techniques• Manufacturing process controls	<p>(a) Auto CAD 2D & 3D (b) Industrial Training at Nitol Motors Ltd (c) Operation & Maintenance Training of Engineering Equipment's (d) Operation & Troubleshooting Training of Sewerage Truck Vehicle (e) Operation & Maintenance Training of Inflatable Water Craft of Bangladesh Army (f) Liable for Procurement & Supply Chain work. (g) Responsible for making Engineering Project offer.</p>

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details :

Father's Name : Md. Abul Hossain
Mother's Name : Most. Nasrin Akter
Date of Birth : July 17, 1993
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 19933817442000216
Religion : Islam
Permanent Address : Kutahara, Bagzana, Panchbibi, Panchbibi, Joypurhat 5910
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Col Md Jalaluddin (Retd)	Kazi Saidur Rahman
Organization	: Baichi International	Bangladesh Agriculture Research Institute
Designation	: Director (Technical)	Scientific Officer
Address	: H # 417, R # 30, New DOHS, Mohakhali, Dhaka- 1206	Joydebpur, Gazipur
Mobile	: 01711400397	01718408587, 01957305319
E-Mail	: coljalal@gmail.com	Kazi@bari.gov.bd
Relation	: Professional	Relative

Signature:

Md. Mehedi Hasan