

To

Hiring Manager,

Bangladesh Honda Pvt. Ltd.

Subject: Application for **an Executive-Spare Parts**.

Dear Sir,

I just saw a wonderful opportunity from bdjobs.com online job portal that Bangladesh Honda Pvt. Ltd is looking for **an Executive-Spare Parts**.

I'm Md. Inzamul Huq. I've completed a Master's in Political Science from National University. **At present, I'm working as an Executive, Logistics & Distribution under Excel Telecom Private Ltd (National Distributor Samsung).** In addition, I'm skilled in UX/UI Design, Web Design, Excel, PowerPoint, ERP, CRM etc. And finding a better Opportunity.

I've a total of 3 years of working experience to related on customer relationship. So, I really interested to work with Bangladesh Honda Pvt. Ltd as **an Executive-Spare Parts**.

I attached my resume with cover letter to this email. I hope you will consider my profile and give me an opportunity for this position.

Sincerely,

MD. INZAMUL HUQ

+8801742448686

<https://www.linkedin.com/in/inzamulhuq>

MD. INZAMUL HUQ

Masters of Social Science

Nikunja-2, Dhaka, Bangladesh

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+8801742-448686



Career Objective:

To work professionally of the first growing local larger national or multinational company or organization in its any department and grow rapidly with increasing responsibilities.

Working Experiences

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|-----------------------------|--|
| Present Job Title | Executive, Logistics & Distribution |
| Company | Excel Telecom (pvt) Ltd. ND of SAMSUNG |
| Location | Alamgir Tower, Gulshan 2, Dhaka-1212 |
| Duration | March 2021 to Continue |
| Department | Spare Partd Inventory (Supply Chain) |
| Job Responsibilities | Maintain HHP and CE spare parts Inventory. Design every part's stock location, so anyone can easily locate it. Daily update inventory spare parts stock. Stock analysis & record keeping Report daily issues of stock levels, and spare faulty parts. If need then purchase alternative spare parts for Service Centers. Maintains consumer electronics & HHP spare faulty parts. Examine faulty spare parts individually. And more SVC related work assign by Operation Manager Software skills GSPN, ERP, Outlook |

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|-----------------------------|--|
| Previous Job Title | Junior Officer, Customer Care Center |
| Company | bKash Ltd. (E-Zone BD) |
| Location | bKash Center, Shibbari Moar, Khulna Sadar, Khulna |
| Duration | June 2020 to February 2021 |
| Department | Customer Care Division |
| Job Responsibilities | <ul style="list-style-type: none">• Providing frontline customer support at bKash Center and bKash Lounge, including app troubleshooting and diagnosis.• Taking technologically challenged bKash users through the simple customer journey of the bKash App.• Simplify the process to people.• Actively solving the client`s problem.• Report time to time to the supervisor for complicated issues. |

Professional Courses:

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| Supply Chain Management Fundamentals |
| By |
| Coursera Inc. |

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|-----------------|
| Web Development |
| By |
| BITM |

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|-----------------------|
| UX/UI DESIGN |
| By |
| Creative IT Institute |

Academic Qualifications:

| Exam Title | Major | Institute | Results | Passing Year |
|-------------------|-------------------|---------------------|--------------|--------------|
| M.S.S. | Political Science | National University | Second Class | 2017 |
| B.S.S. (hon's) | Political Science | National University | Second Class | 2015 |
| H.S.C. | Humanities | Rajshahi Board | First Class | 2011 |
| S.S.C. | Humanities | Rajshahi Board | Second Class | 2009 |

Personal Details:

Name : Md. Inzamul Huq
 Father's Name : Hazi Md. Elias Uddin
 Mother's Name : Mst. Ismat Ara
 Date of Birth : 01/11/1992
 Gender : Male
 Blood Group : O (+ve)
 Marital Status : Single
 Religion : Islam
 Permanente Address : **Village-Thanapara(west), PO-Banwarinagar,
PS-Faridpur, District-Pabna, Bangladesh**

Reference:

- Name : Himangshu Shakhar Pandit
 Organization : Excel Telecom (Pvt.) Limited, Bangladesh
 Designation : Manager, Logistic & Distribution
 Contact No : +8801713229889
 Email : himangshu.log@etcl-bd.com
- Name : Md. Saiful Islam
- Organization : Excel Telecom (Pvt.) Limited, Bangladesh
 Designation : Asst. Manager, Logistic & Distribution
 Contact No : + 8801713141424
 Email : saiful.log@etcl-bd.com

Declaration:

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

MD. INZAMUL HUQ