

15<sup>th</sup> January 2018

To

Director

Bangladesh Honda Pvt. Ltd.

Saimon Centre, 3rd Floor, 4/A,

Road - 22, Gulshan - 1, Dhaka - 1212

**Subject: Application for the post of Executive, Publication**

Dear Sir,

With due respect, it is with great interest and enthusiasm that I respond to your job opening for the position of "**Executive, Publication**". This is **MD. Sayed Hossain** having Bangladeshi NID number 19942695029000148 & I would like to take the opportunity to introduce myself to get working scope in your company along with this cover letter.

At Present, I am working as a "**Service sales executive**" in "**ACI MOTRS Limited**". I have completed my graduation in **Mechanical Engineering (ME)** from **Military Institute of Science & Technology** in 2016, January. I am eager to combine my academic knowledge and experience with my passion for career fields in order to work hard and make a meaningful contribution to your organization.

I would appreciate your taking time to review the enclosed CV. I hope that my application will receive a favorable reply from you.

Sincerely Yours



Md. Sayed Hossain

Question answers:

1. Why do you apply to Honda?

Answer: As a Mechanical Engineer working with automobile sector like Bike is a great opportunity for an Engineer, that's why I am applying in Honda.

Perhaps Honda motor cycles are one of the most trustworthy bike manufacturers across the world. This Japanese motorbike company holds a good reputation all the world because of their quality product and high class performance. In Bangladesh they are also doing great from the time of their beginning and still it continues. So In these two reasons I am applying this company.

2. What & how will you contribute to Honda?

Answer: Since I am a Mechanical Engineer and also working experience with ACI Motors ltd so I think it helps me to contribute for Honda. My educational background and also current experience, I am the person who can provide you service and sales both. So I think I am the idle candidate for Honda.

3. Do you have motorcycle driving license? Do you have motorcycle?

Answer: No, I have not any motor cycle that's why I have not taken Licensee Yet.

# RESUME OF MD. SAYED HOSSAIN



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Mohammadpur, Dhaka-1207

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**LinkedIn :** [SAYED TITU](#)

## CAREER OBJECTIVE

Looking for a job in a well-known organization to obtain a challenging career in engineering field to serve my skills, experience, leadership and academic knowledge in the highest level of efficiency by showing my best performance with responsibility and honesty.

## PERSONAL DETAILS

**Father's name :** MD. SAIFUL ISLAM  
**Mother's name :** NURUNNAHAR BEGUM  
**Date of birth :** 24/06/1994  
**Marital Status :** Unmarried

**Nationality :** Bangladeshi  
**NID Number :** 19942695029000148  
**Religion :** Islam(Sunni)  
**Permanent address :** Village + Post office: Bilbilash,  
Upazilla- Bauphal, Dist: Patuakhali

## WORKING EXPERIENCE

**Company Name :** [ACI Motors Limited](#)

**Designation :** Service Sales Executive

**Job Responsibility :**

**Duration :** From December 2016 to Present.

- To make proper plan and Coordinate service and sales team to achieve their goals.
- To Communicate with Govt officers and organizations to get the project.
- Update and communicate the product feedback to principal in time
- Establish Authorized Parts Shop network throughout the country to increase availability of parts.
- Visit the Field frequently to ensure customer service as well as field forces satisfaction..

**Company Name :** [Rangs Electronics Limited](#)

**Designation :** Engineer Sales (HVAC System)

**Job Responsibility:**

**Duration :** From April 2016 to December 2016.

- Project sourcing and marketing for VRF system, Split Air Conditioning system;
- Development new clients and maintain good relationship with existing clients;
- Budget Preparation for Different Projects and timely acknowledges the sales queries and proposals from the customers needs.
- To Collect design and modify themselves for Customer needs.

## INTERNSHIP EXPERIENCE

**Company Name:** [Eastern Refinery Limited](#)

**Duration :** From 5th Dec 2014 to 22th Dec 2014.

**Designation :** Trainee Engineer

**Job Responsibility:**

- Get acquainted with Crude oil Refining process, maintenance, quality control, production process, service equipment.
- Assessment of daily production and operate the machine.
- Worked in planning, inspection and various department of plant, Cooling Tower, overhauling turbines, valves, pumps and compressors.

## INDUSTRIAL VISIT - [Walton Hi-Tech Industries](#)

- Introduced with the production of Refrigerator, Television, Mobile & Different automobile parts.

## EDUCATIONAL QUALIFICATIONS

Degree	Name of Institute	Passing Year	Concentration/Major	Grade
B.Sc.	Military Institute of Science & Technology	2016	Mechanical Engineering	3.13 out of 4.0
HSC	Dhaka Residential Model College	2011	Science	5.0 out of 5.0
SSC	Abdur Rashid Sardar High School	2009	Science	5.0 out of 5.0

## FIELD OF INTEREST

- ❖ Automobile
- ❖ Refrigeration
- ❖ Air-conditioning
- ❖ Power plant

## UNDERGRADUATE PROJECT & THESIS

- ✓ A Project on "**Smart Lifter**".  
**Objective:** To control a robotic arm with open hand gesture command.
- ✓ A project on "**Solar Powered Vehicle Car**".  
**Objective:** An eco-friendly solar, battery & fuel driven vehicle for commercial purpose.
- ✓ A Thesis on "**Thermal Performance Of Pulsating heat Pipe With Water as a Working Fluid**" under **Dr. Mohammad Ali**, Head of Mechanical department BUET.
- ✓ **Objective:** Effect of heat transfer characteristics and thermal performance of closed loop pulsating heat pipe by using water as working fluid for different filling ratio and orientation.

## TECHNICAL EXPERTISE

**Computer Skill:** Microsoft word, office, power point, Microsoft Excel etc.

**Language Proficiency:** Excellent capability of Reading, writing, listening and speaking in Both English & Bangla.

**Graphics Designing :** Adobe Photoshop, Adobe Illustrator.

**Engineering Drawing:** AutoCAD 2D/3D Modeling, Solid works (Basics).

## EXTRA-CURRICULAR ACTIVITIES

- Worked as Volunteer at "**Bihongo**" (A social welfare organization).
- Playing cricket at interdepartmental tournament.
- Member of **MIST Robotics Club, Cultural Club, Debating Club.**

## PERSONAL SKILLS

- Report Writing Skills, Research & Analysis.
- Strong analytical, presentation and interpersonal Skill.
- Communications and Event Management.
- Hard working & Self-motivated with a positive attitude.
- Ability to do multi task & work under pressure.
- Interpersonal & Communication Skills.
- Quick learner, proactive, team player, good listener.
- Understanding the Policy & Procedure.

## TRAININGS AND SEMINARS

- ❖ A seminar on 'Scope of Mechanical Engineer in power plant' (4 Hrs).
- ❖ A seminar on 'Future of Automobiles' (3 Hrs).

## REFERENCES

- Md. Rafiqul Islam khan**  
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