

CURRICULUM VITAE

Of

MD. SHIBLI SADEK



Contact Address:

Name: Md. Shibli Sadek,
C/O: Lt. Anowar Kamal.
Vill: Kalitola, **P.O:** Kalitola,
P.S: Dinajpur Sadar,
Dist: Dinajpur.
Mobile: 01705-568693, 01975-419399
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Carrier Objective:

Positively contribute to work in a challenging environment where analysis, creativity and hard working are the platforms for excellence. I can prove my strength if I would be given any opportunity.

Educational Qualification:

B.Sc. in Mechatronics Engineering

Institution	:	World University of Bangladesh
Session	:	2014-2015
Passing year	:	2018
Result	:	3.54 out of 4.00

Diploma in Mechanical Engineering

Institution	:	Dinajpur Polytechnic Institute (Under Technical Education Board)
Session	:	2005-2006
Passing year	:	2010
Result	:	3.04 out of 4.00

Secondary School Certificate (SSC)

Institution	:	Chehel Gazi Shikkha Niketan (Under Rajshahi Board)
Group	:	Science
Session	:	2005-2006
Passing year	:	2010
Result	:	3.75 out of 5.00

Professional Experience:

Worked beforehand as a **Technical Supervisor** in **Nitol Motors Limited** from August 2010 to September 2017.

Job Responsibilities:

I Worked under Service Division (CSD) from August 2010 to October 2013.

- ✚ Supervision of personnel and vehicle operation such as servicing, PDI of vehicles and so on at workshop
- ✚ Preserving vehicle's service records with database software during vehicle operation such as servicing, PDI of vehicles
- ✚ Ensuring customer working accuracy
- ✚ Working floor and repairing tools inspection at workshop
- ✚ Spare part's store keeping at workshop
- ✚ Store observation at workshop
- ✚ Providing vehicle's warranty at workshop
- ✚ Observation of safety tools at workshop
- ✚ Conducting training to the technicians, mechanics and non-technical personnel working under company on different technical issues of vehicles
- ✚ Checking documents related to Import and Supply Chain Division during PDI of vehicle at workshop in Stockyards or delivery points

I worked at Customer Complaint Desk under Sales Logistic Department from November 2013 to September 2017.

- ✚ Handling various technical complaints of the customers and giving them proper solution through Service Division, Sales Division, Spare Part's Division and so on
- ✚ Analyzing the root cause of the complaints related to Sales, Spare Parts and Service Division or technical fault of vehicles and taking step to solve problems after analysis
- ✚ Communicating with the personnel of TATA Motors Ltd regularly for problem solution
- ✚ Service campaign organizing in various companies using TATA commercial vehicles
- ✚ Providing good will warranty from Sales Division after vehicle sale in case of warranty rejection
- ✚ Creating new ideas to provide better service to the customers
- ✚ Advising customers about proper maintenance or operating of vehicle
- ✚ Organizing coordination meetings among Sales, Spare Parts and Service Division

Currently working as an **Executive** in **Kazi Farms Group** since January 2018

Job Responsibilities:

- ✚ Making vehicle trip schedule and looking after vehicle transport operation
- ✚ Looking after operation of the vehicles used under company
- ✚ Preserving the vehicle repairing data and trip details by means of a ERP software
- ✚ Making various report on vehicle's different technical troubles and problems
- ✚ Conducting training to the technicians, mechanics and non-technical personnel working under company on different technical issues of vehicles
- ✚ Communicating with Procurement Department to ensure the supply of spare parts
- ✚ Purchasing spare parts from local market if necessary
- ✚ Monitoring vehicle's body building

Biography:

Name	: Md. Shibli Sadek
Father's Name	: Late. Anwar Kamal
Mother's Name	: Mst. Rokeya Begum
Present Address	: Beron, Ashulia, Dhaka
Permanent Address	: Vill: Kalitola, P.O: Kalitola, P.S: Kotwali, Dict Dinajpur
Date of Birth	: 15 th June, 1989
Sex	: Male
Marital Status	: Unmarried
Nationality	: Bangladeshi
National ID Card No.	: 2526405139213
TIN Certificate No.	: 825658532556
Passport No.	: EB0038679
Religion	: Islam
Height	: 6 Feet 2 Inch
Weight	: 78 Kg
Contact Information	: 01705-568693, 01975-419399
Email ID.	: roni.frd167@live.com

Training:

1. A 6 month Industrial attachment training on the functions and maintenance of diesel engine and different kinds of machines was completed during diploma in engineering course from November 2008 to April 2009 at Uttaran Engineering Workshop in Dinajpur.
2. During my working period at Nitol Motors Ltd, many trainings were given by TATA Motors Ltd on vehicle maintenance, vehicle assembly, safety management and so on.
3. During my working period at Kazi Farms Group, several training have been given under company

Aptitudes:

- ✚ Self-Confident
- ✚ Highly Spirited
- ✚ Ability to Connivance the People
- ✚ Devotion Honesty and Sincerity to Work
- ✚ Ability to Organize and Manage

Computer Literacy:

Operating System: Windows and Ubuntu.

Office Suite: MS Office Applications (For Windows Operating System) and Libre Office Applications (For Linux Ububtu Operating System).

Internet: Using Internet, Internet Browsing, Downloading and so on.

Language Proficiency:

- ✚ **Bengali** : Reading, Listening, Speaking and Writing excellent (Mother Tongue).
✚ **English** : Reading, Listening, Speaking and Writing very good (2nd Language).

Major Interest:

Reading book & newspaper, watching TV, news, sports, movie & drama, hearing FM radio and enjoying music, playing cricket & football, Travelling, and having a great desire to do something for the helpless in the society .



(Md. Shibli Sadek)