

**Resume Of**  
**Md. Shamim Reza**  
**Kazla, Rajshahi**  
Contact No: +8801745499102  
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**Career Objective:**

To drive and develop my career to a high standard, where I believe honesty, hard working and commitment are the only positive attitudes towards success and prove my knowledge and skills.

**Job Experience :**

- Designation : **Jr. Executive (Transport).**
- Company : **Varendra University.**
- Location : 529/1, Kazla, Motihar, Rajshahi.
- Department : Planning & Development.
- Duration : 16 Feb 2020 to till now.

**Job Responsibility:**

- Keep the document of transports up to date and keep liaison with govt. office to support transport related issues.
- Handle accident case physically.
- Identify & solve all transport related technical problems arise time to time.
- Maintain repairing, servicing, fuel consumption, and spare parts records.
- Overseeing the driver management, Fuel management and etc.
- Monitor daily, weekly and monthly stocks of spare parts, fuel, oil, lubricants, etc.
- Ensure denting, painting, body fabrication and major overhauling of all vehicles.
- Recruiting drivers, mechanics & helpers with the help of the HR & Admin department.
- Prepare & assign Work Schedule/Duty Chart/Log book for all drivers, helpers, and mechanics.
- Ensuring payment of all Maintenance & Repair related bills with due verification.
- Complete any other task assigned by the supervisor.

**Academic Credentials:**

**B. Sc. in Engineering**

- Institute : Rajshahi Science & Technology University.
- Department : Electrical & Electronic Engineering.
- Result : 3.37 (out of 4.00).
- Year of Passing : 2021.

**Diploma in Engineering**

- Institute : Rajshahi Polytechnic Institute.
- Department : Mechanical Engineering.
- Result : 3.08 (out of 4.00).
- Year of Passing : 2014

**Secondary School Certificate**

- Institute : Pakuria High School .
- Board : Rajshahi .
- Group : Science.
- Result : 4.88 (out of 5.00).
- Year of Passing : 2010.

**Training & Internship:**

- Institute : Bangladesh Industrial Technical Assistant Center (BITAC)
  - Location : Tejgaon 1/A,Dhaka-1208
  - Duration : 3 month.
  - Year : 2014.
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- Institute : Bangladesh Industrial Technical Assistant Center (BITAC)
  - Location : Shantahar Road, Bogura.
  - Duration : 18 January to 18 March .
  - Year : 2015.

**Language Proficiency:**

- Bengali : Excellent as mother tongue.
- English : Good fluency and written capability.

**Computer Skills:**

- Applications : AUTOCAD (2D), Microsoft Excel, Microsoft Word,PowerPoint.
- Internet : Browsing, Data searching, Mailing etc.

**Personal Details:**

- Fathers Name : Md. Shohorab Hosen.
- Mothers Name : Anjuara Begum.
- Date of Birth : 18 August, 1994.
- Nationality : Bangladeshi by birth
- Nationality ID : 19948115354000317.
- Driving License : RJDP23318
- Marital Status : Married.
- Religion : Islam.
- Permanent address : Vill: Kotalipara, P.O: Kotalipara  
P.S: Mohanpur, Dist: Rajshahi.

**Reference 1:**

Taslim Ahmed  
Department Head  
EEE Department  
Rajshahi Science & Technology University  
Cell: 01934-412013

**Reference 2:**

Md. Sirajur Rahaman  
Asst. Director  
Planning & Development  
Varendra University.  
Cell: 01730-406520

**Md. Shamim Reza**