

## **MUHAMMAD YEASIN**

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### **CAREER OBJECTIVE**

To get a Career opportunity which would help me to utilize my academic background to assist me to gain experience, employ my excellent interpersonal skills, and enable me to make positive contribution.

### **CAREER SUMMARY**

Diploma in mechanical engineering having 2 years' experience in maintenance parts supply, washing plant maintenance supervise, Lathe, Shaper, Milling foundry, welding, Heat Treatment of metal and grinding Machine.

### **WORK EXPERIENCE**

**Total Year(s) of Experience: 3.5 Year(s)**

#### **1. Service Advisor (February, 2019 to Continue)**

**Company: Honda Garden, Bogabari, Ashulia, Dhaka**

**Department: Maintenance**

#### **Duties/Responsibilities:**

- Respond to customer's complaints and inquiries.
- To ensure customers support within shortest possible time.
- To manage and ensure workforce services.
- Handover the defected spare parts and follow up for replacement.
- Update and store all service documents, file, manual, installation software, users guide and others if necessary.
- Ensure that all communication and servicing are handled within the required time frame and to the company's standard.
- Reporting to top management with daily update on work progress and ensure other tasks assigned by management authority.

#### **2. Maintenance Supervisor (October 1, 2014 - January 3, 2016)**

**Global Outerwear Limited (Washing Unit)**

**Company: South Krishnapur, Berulia Road, Savar, Dhaka,**

**Department: Mechanical**

#### **Duties/Responsibilities:**

- Ensure the safe and proper operation of Machine.
- Recommended repairing the existing production facility when it is out of order.
- Effective cleaning of Machinery, equipment and utilities in plant and premises.
- Preventive maintenance activities of Machinery and equipment.
- Monitoring of machine operation.
- Monitoring and maintain repairing & spare parts records.
- Responsible for preparing and presenting reports, supervision and monitoring of the team activities.
- Performing any other task and assignment given by the top management.

### **3. Storage Assistant (March 1, 2014 - September 22, 2014)**

**Company: Thianis Apparels Ltd, CEPZ, Chittagong**

**Department: Maintenance**

#### **Duties/Responsibilities:**

- The main responsibilities of this position is to ensure materials accurate storage including materials quality, issuance, wastage control, materials supervision, store & deliver all materials as per requisition of companies require.
- Work with internal departments & suppliers to ensure quality & timely delivery all kinds of spare parts.
- Update and establish standard store and inventory management policy & planning then review time to time.
- Maintain inventory & stock of store by using modern inventory Management Software.
- Physical verification & reconciliation regularly of all types of store stock & inventory with BIN cards.
- Distribute store materials as per approved requisition
- Ensure all receive & delivery of store materials are properly recorded and documented & released.
- Monthly report preparation according to inventory flow movement & submit to internal Audit / Proper authority.
- Ensure co-operation & co-ordination with production, commercial, accounts & concern department regarding store issues.
- Monitor issuing materials against approval requisition & ensure control through established internal control procedure.
- Supervise the warehouse and ensure timely delivery & support.
- Store administration need to maintain as per under company policy.

#### **ACADEMIC PROFILES**

Exams Title	Major	Institute	CGPA	Passing Year
Diploma In Engineering	Mechanical Technology	Bangladesh Sweden Polytechnic Institute, Kaptai	2.87 out of 4.00	2014
Dakhil (SSC)	Humanities	Hatiya Rahmania Fazil Madrasah, Hatiya	4.75 out of 5.00	2009

#### **PROFESSIONAL TRAINING**

Exams Title	Institute	Location	Year	Duration
Industrial Attachment	Bangladesh Industrial Technical Assistance Center (BITAC)	Chittagong	2012	03 Months

**PERSONAL PROFILES:**

Name : Mohammad Yeasin  
Father's Name : Md. Goznobi Faruk  
Mother's Name : Yeasmin Akter  
Date of Birth : December 01, 1994  
Nationality : Bangladeshi by Birth  
Religion : Islam  
National ID : 19947523605000054  
Permanent Address : Village- West Birbiri, Char Kaderia, Hatiya, Noakhali-3890.  
Present Address : Flat- 4A, House- 63, Road- 10 Sector-10, Uttara, Dhaka.

**REFERENCE:**

**Bimol Kanti Chowdhury**  
Chief Instructor  
Mechanical Technology  
Bangladesh Sweden Polytechnic Institute, Kaptai.  
Mobile: +880 1818-680756

**Date: 28/10/2020**

**Signature.....**

**Muhammad Yeasin**