



SHOVIK KIRTANIA

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OBJECTIVE

To reach career excellence through dedication, sincerity, creativity, hard work also seeks continuous self-improvement with changing organization internal and external need. I am social and believe in challenge. I work well in group under the guidance of other and have ability to guide others.



EMPLOYMENT HISTORY

Senior officer (March 4, 2019 - February 29, 2020)

Runner Automobiles Ltd.

Company Location : 138, 1 Bir Uttam Mir Shawkat Sarak, Dhaka 1208

Department: Customer care

Duties/Responsibilities:

- My role involves coordinating all service maintenance, Spare parts developing service strategies and making sure the organization meets its monthly service goals.
- Increased service number of vehicle by an average of 10% each month by continually developing ways of reaching new potential customers.



EDUCATION

MSc. in study | CUET -Chittagong University of Engineering and Technology.

Department of Mechanical Engineering.

BSc. | IUBAT-International University of Business Agriculture and Technology.

2018

Department of Mechanical Engineering

CGPA-3.79

HSC | Chandpur Govt. College

2012

Science

CGPA-4.10

SSC | Char Ababil SC High School

2010

Science

CGPA-4.69



TRAINING

Training Title	Topic	Institute	Country	Location	Year	Duration
Technical Training	Automobile professional development	NITOL TATA MOTORS LTD.	Bangladesh	Madanpur Technical center,Dhaka	2021	One month
Industrial Training	Automobile Technology	Rangs Workshop ltd.	Bangladesh	Tejgaon,Dhaka	2018	Three months



PROFESSIONAL QUALIFICATION

Certification	Institute	Location	From	To
Basic Training of two wheeler service and Quality	Runner Automobiles Ltd.	138/1, Tejgaon Industrial Area,Dhaka	June 10, 2019	June 12, 2019



SKILLS

- Creativity
- Problem solving skills
- Team work and collaboration
- Communication skills
- Analytical thinking
- Leadership
- Work under pressure



KEY QUALIFICATION

Communication

- Proficiency in oral and written communication both in English & Bengali
- Strong interpersonal and communication ability.

Computer

- Microsoft word, Microsoft excel, Microsoft PowerPoint



PERSONAL INTEREST

- Social work, Traveling, Reading books



PERSONAL DETAILS

- Father's name : Bijoy Krishna Kirtania
- Mother's name : Rita Rani Adhikari
- Date of birth : 15th December 1993
- Marital status : Un-married
- Nationality : Bangladeshi
- Sex : Male
- Place of birth : Luxmipur
- Religion : Hindu
- Blood group : A⁺
- National Id : 2372394714
- Permanent address : 248, Gairchar, Camperhat-3713, Raipur, Luxmipur



REFRENCES

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Signature

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