

Md. Sultan Mahmud

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January 16, 2020

Managing Director

Bangladesh Honda Pvt. Ltd.

House 22, Road 140, Gulshan-1, Dhaka-1212

Dear Sir,

As a graduate of engineering, I am writing to express my interest in '**Executive, Procurement**' position at your company. I came to know about this vacancy from bdjobs.com. I have completed my **B.Sc. in Mechanical Engineering** from **Bangladesh Army University of Science and Technology (BAUST), Saidpur**, by completing a 6-credit Thesis on '**Design of a Circular Combustion Chamber and Measurement of Thrust with Convergent Nozzle**' under the supervision of **Professor Dr. Mohammad Ali, Dept. of ME, BUET**. Currently, I am working as **Supply Chain Officer** at M/S H.A. Traders which is a supplier of electrical and civil construction equipment as well as contractor. Through this job, I have learnt several electrical, civil and mechanical items related to construction of power plants and other establishments and I have also learnt the difference between original and duplicate products.

My core career goal is to work in the automobile sector of Bangladesh. For this reason, I have completed my **Industrial Training on Automobile** at **Runner Motors** (4 weeks) where I have learnt the dismantling and reassembling process of automobile for both motorcycles and vehicles.

I have pursued **PGD in Supply Chain Management, certified by Qualifi, UK**. I heard about Supply Chain Management for the first time when I was in the second year of my Bachelor Program and became interested. Because of my interest, I decided to enroll for a PGDSCM right after my graduation to understand the ideology of Supply Chain accurately so that I can professionally start working in this sector. I believe enjoying the job is the main secret of success. So it is important for me to work in a sector that I find enjoyable. I believe this job fits me accurately because it serves both my interest to work in the automobile sector and supply chain at the same time. Moreover, apart from experience, all other points mentioned in the additional requirements for this job position, as per my understanding, fit me accurately. Most remarkably the communication skill which is also reflecting in my detailed resume. Apart from these, I am proficient in **Auto CAD** and **MS Office Tools**.

I would like to draw your kind attention towards my resume for additional information regarding my skills and achievements. I believe this displays my skills of leadership remarkably. Though I am not experienced, I think my technical qualification, proper knowledge of supply chain, communication skills, organizational skills, leadership skills, English proficiency and ability of analytical and logical reasoning will fix the challenges in this job position. My keen interest in supply chain and automobile is the reason for pursuing a career in such a position at your organization. I would be honored to secure a position as '**Executive, Procurement**' at Bangladesh Honda Pvt. Ltd.

I am eagerly waiting for your kind evaluation and consideration, Sir.

Faithfully,
Md. Sultan Mahmud

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Career Objective

A detail-oriented, creative and fast learning individual seeking an opportunity to work as a dynamic engineer as well as supply chain analyst utilizing academic, organizing, communicating and team working skills to help the company achieve business goals while sticking to vision, mission and values.

Education

- **B.Sc. (Eng.) in Mechanical Engineering: 2019**
Bangladesh Army University of Science and Technology (BAUST)
CGPA: 3.31
- **HSC in Science: 2014**
Cambrian College
GPA: 5.00
- **SSC in Science: 2012**
National Ideal College
GPA: 4.63

Professional Certification

PGD in Supply Chain Management: 2019 (Certified by Qualifi, UK)
Bangladesh Institute of Management Studies
(Result to be published by 20th February 2020)

Career Summery

Accomplished Bachelor degree with a pleasant academic, organizing and team working capacity. Currently working as a Supply Chain Officer at M/S H.A. Traders which is a supplier of electrical and civil construction equipment as well as contractor. My responsibilities are to maintain the operation process smoother by ensuring purchase and supply of raw materials to construction sites at the right time. Here, I have learnt electrical, civil and mechanical items such as bearing, MCCB, MCB, valve, fire-safety equipment, SS fittings etc. I am also observing and learning the overall management of procurement, in-housing and transportation of products through ERP because of my personal interest in Supply Chain. I have learnt procurement documentation strategies, VAT & Tax rules etc. while working here.

Areas of Interest:

Automobile
Supply Chain Management
Maintenance
Power Generation
CAD
Planning
Analysis & Negotiation

Employment History

M/S H.A. Traders

Location: La-58/1, Middle Badda, Progati Sarani, Dhaka-1212.

Designation: Supply Chain Officer

Department: Supply Chain Management

Duration: 1st August 2019 - Present

Skills

- ❖ Office Applications: MS Power Point, MS Excel and MS Word
- ❖ Designing Skills: Auto CAD and Solidworks
- ❖ Paper Drawing Skills: Mechanical Drawing/Product Drawing
- ❖ Programming Skills: C programming, PLC Programming
- ❖ Experienced in Windows XP, 7, 8, 10, Mac OS X El Capitan and Mac OS Siera
- ❖ Communication, Public Speaking and Presentation Skills
- ❖ Organizational and Team Working Skills

Thesis

Title: Design of a Circular Combustion Chamber and Measurement of Thrust with Variable Nozzle

Supervisor: Professor Dr. Mohammad Ali

Department: Mechanical Engineering

Bangladesh University of Engineering and Technology (BUET)

Awards & Achievements

- Represented Bangladesh as a Debater at 10th South Asian Universities Festival-2017 hosted by Devi Ahilya Vishwavidyalaya, Indore, Madhya Pradesh, India.
- Champion in BDF-ILO National Debate Championship 2019 : Rangpur Division organized by International Labour Organization (ILO).
- Champion in 2nd BAUST Intra-university Debate Championship-2017 organized by BAUST Debating Society
- Runner-up in 1st BAUST Intra-university Debate Competition-2016 organized by BAUST Debating Society
- Runner-up in BAUST Intra-university Project Competition organized by BAUST.
- Special Mention Award as the delegate of Russian Federation in United Nations Security Council in Education Parliament Rangpur
- Finalist in Intra-university Idea Contest organized by BAUST IEEE
- Finalist in Solving Rohingya Refugee Problem by Turning them into Manpower at SocioCamp 8 organized by NSUSSC
- Debater of the Tournament at 4th Inter College Debate Tournament organized by Transparency International-Bangladesh (TIB)
- Debater of the Tournament at Battle of Basileus organized by Cambrian Debating Society
- Participated as the Member of Parliament at 4th and 6th Youth Mock Parliament organized by Youth Against Hunger and Hunger Free World at Senate Building, Dhaka University.
- Apart from these, participated in numerous debate tournaments, Model United Nations, mock parliament, workshops and seminars.

Seminars and Workshops

- BDF-School of Debate: Certification Debate Training Program organized by Bangladesh Debate Federation.
- Certification Workshop on British Parliamentary Debate Format by Business Studies Faculty Debate Forum, University of Rajshahi.
- Workshop on Local Implementation of Sustainable Development Goals (SDG) organized by Governance Innovation Unit, Prime Minister's Office, Govt. of People's Republic of Bangladesh.

Extra-curricular Activities

- Worked as Divisional Convener in National ICT Debate Championship 2015-16 organized by ICT Division, Ministry of Post, Telecommunication and Information Technology, Govt. of Peoples' Republic of Bangladesh
- General Secretary, Rangpur Division, Bangladesh Debate Federation (2017-present)
- Club Adviser, Cambrian Debating Society (2018-present)
- President, BAUST Debating Society (2017-2018)
- General Secretary, Prothom Alo Bandhusava, BAUST (2017-18)
- General Secretary, BAUST Debating Society (2015-17)
- President, Cambrian Debating Society (2013-14)
- Member, Central Executive Committee, Bangladesh Debate Federation (2014-16)
- Member, International Association of Engineers-IAENG (ID#204191)
- Member, Institution of Mechanical Engineers-IMechE (ID#80351174)
- Member, Youth Against Hunger (2016-present)
- Worked as Regional Convener in Victory in Peace Campaign organized by Democracy International
- Worked as Divisional Convener in Bangladesh Generation Parliament organized by UNICEF
- Worked as Divisional Convener in National Debate Championship 2016 Jointly organized by MRDI and UNICEF
- Worked as Communication Officer in Bangladesh Child Parliament organized by UNICEF
- Worked as Divisional Co-convener in National Space Carnival 2018 organized by Youthpreneur Network

Training Participated

- Four Weeks Credited Certification Industrial Training Program on **Automobile Engineering** at Runner Motors.
- Certification Programming Training (03 Months) on **Programmable Logic Controller (PLC)** at International Automation Technologies (IAT).

Language Proficiency

Bangla and English. Very good proficiency in speaking, reading and writing.

Special Qualification

- Ability to work hard under pressure to meet the deadline
- Cooperative and communicative to ensure proper team work
- Quick learning, reliable, disciplined and organized
- Very good knowledge of documentation and presentation work

**Personal
Information**

Father's Name: Md. Harun Or Rashid
Mother's Name: Mrs. Mahmuda Rashid
Date of Birth: 24th February, 1996
Gender: Male
Marital Status: Unmarried
Religion: Islam
Permanent Address: 688/C, Khilgaon, Dhaka 1219
National ID: 415 380 7286

Reference**Dr. Mohammad Ali**

Professor

Department of Mechanical Engineering

Bangladesh University of Engineering and Technology (BUET)

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Brig. Gen. Md. Imamul Huda, psc (Retd.)

Managing Director

Border Guard Bangladesh Welfare Trust

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I, Md. Sultan Mahmud, hereby declare that the above-mentioned information is nothing but true.



Md Sultan Mahmud