

CURRICULUM VITAE OF

Sohrab hosen

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Career Summary:

To prove myself as a quick learner and highly energetic person as a professional where the contribution will be acknowledged, if would be given any opportunity.

Employment History:

1. Name of Organization	: Speedoz Ltd.
Name of post	: Executive
Department	: Service
Duration	: 01-02-2016 to Present
Company location	: 60, Amtoli, New Airport Road Mohakhali, Dhaka-1212

Duties/Responsibilities:

- ❖ Mobile Service Team (MST) handling as per company policy.
- ❖ On-Call Service (OCS) provide to dealers and directly customers.
- ❖ Report Making of Service Department.

Activities of Mobile Service Team (MST)

- ❖ At first receive customer complain by job book or software and handover to mechanics for better solution.
- ❖ Train up to showroom mechanics about our service.
- ❖ Discuss with dealers and customer about our warranty and service policy.
- ❖ Take necessary action as soon as possible in customer's urgent situation
- ❖ Warranty parts and service provide to customer as per company policy.
- ❖ Make monthly service report as per company policy.

Activities of On-Call Service (OCS)

- ❖ Receive customer complaint by phone and provide mechanic for solving their problems.
- ❖ Follow up customers after providing service by phone.
- ❖ Provide suggest to customers in their urgent moment by phone.

Report Making

- ❖ Bill prepare of divisional mechanics.
- ❖ Monthly budget prepare of my subordinates.
- ❖ Monthly schedule and activity make of my subordinates.
- ❖ Prepare Warranty claim report.
- ❖ **All report send to reporting boss.**

2. Name of Organization : **Runner Automobiles Ltd.**
 Name of post : Jr. Executive
 Department : R&D (QC-Lab)
 Duration : 01-06-2013 to 31-01-2016
 Company location : RAL Factory, Bhaluka, Mymensingh.

Duties / Responsibilities:

- ❖ Inspection of various motorcycle components as per policies, processes and procedures.
- ❖ Checking every component of motorcycle & ensure the quality.
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- ❖ Ensure the quality of motorcycle components before production.
- ❖ QC Approval of Chassis and other components before mass production.
- ❖ Check the motorcycle components according to quality parameter
- ❖ Check the components by sampling after shipment.
- ❖ Take immediate action to avoid the break down in production line if any break down occurs.
- ❖ Check and ensure the conditions of returned items and report to supervisor if any problem found.

Educational Qualification Details:

Exam Title	Concentration /Major	Institute	Result	Passing Year	Duration
Diploma in Engineering	Power Technology	Faridpur Polytechnic Institute	CGPA:3.37 out of 4	2011	4 years
Secondary School Certificate (S.S.C)	General Electrical	Daulatpur P.S High School	CGPA:3.82 out of 5	2007	2 years

Training Summary:

Training Title	Institute	Location	Duration	Year
Industrial Training	Nitol Motors Ltd.(Dhaka)	Tongi,Gazipur, Dhaka	3 Months	2011
Training on 'Basics of Refrigeration & Air conditioning'	Development Of Youth Development Monastery Of Youth & Sports.	Goyalchamot, Faridpur	6 Months	2010

Awards/Scholarship:

Merit order scholarship throughout four years' study of Diploma in Engineering in Faridpur Polytechnic Institute.

Computer literacy:

- ❖ Windows XP, Windows 7, Windows 8.1 & Windows 10.
- ❖ Microsoft Word, Microsoft Power Point, Microsoft Excel. & knowledge On Internet operations
- ❖ AutoCAD **2D & 3D.**

Field of Interest:

- ❖ Automobile Sector.
- ❖ Production Line,
- ❖ Power System Protection & Switchgear,
- ❖ Project Planning Management & Engineering.

Personal Information:

Name : Sohrab hosen
Father's name : Md. Accas
Mother's name : Shobura Begum
Nationality : Bangladeshi (by birth)
Sex : Male
Marital Status : Single
Date of birth : 10th June 1991.
Religion : Islam.

Address:

Permanent Address & Mailing:	Present address:
Vill: Chasha Vadra, P.O: Vadra, P.S: Nagarpur, Dist: Tangail.	G.P. GA-69, Mohakhali, Dhaka-1212

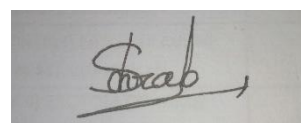
Reference:

REFERENCE- 1	REFERENCE – 2
Eng. Shahariar Kabir Asst. Professor, Department of EEE, Green University of Bangladesh. Mobile: +8801764610728	Eng. Shahnewaz Hossain Sr. General Manager, Runner Automobiles Ltd. Mobile: +8801730405353

Certification:

I hereby declare that all the information mentioned above is true to my knowledge and I bear the responsibility for the above mentioned particulars.

Date: 14-09-17



(Sohrab Hosen)

