

**MD.KAISER FERDOUS**

Address: House#06, Road#06, Kallyanpur, Dhaka-1207

Mobile No: 01725954112

E-Mail: engr.kaiserferdous@gmail.com

**Career Objective:**

I want to work in a competitive and friendly environment where opportunities are available to expose to my creativity as an individual and as member of a team.

**Academic Qualification:**

Exam title	Group/ Department	Institute	Result	Pass Year
Bachelor of science in Mechanical Engineering	Mechanical Engineering (ME)	IUBAT- International University of Business Agriculture and Technology	CGPA:2.98 out of 4.00	2017
Diploma in Power Technology	Power	Rajshahi Polytechnic Institute	CGPA: 3.16 out of 4	2011
Secondary School Certificate	Science	Dharail I. M. High School, Natore.	CGPA: 4.13 out of 5	2007

**Training Summary:**

Training Title	Topic	Institute	Location	Year	Duration
Practicum	Installation of Central Air Condition	Confidence Trade Limited	Dhaka	2017	3 months
Industrial training	Troubleshooting and Repairing of Automobile	Rafiq Automobile workshop, Rajshahi	Rajshahi	2011	3 months

**Working Experience:**

Greenland Technologies Limited (GTL), Concern of GETCO Group, As a Service Coordinator form 1<sup>st</sup> July 2018 to till now.

**Job Responsibility:****❖ Service & Parts:**

- Monitoring service engineers to provide prompt support to customers.
- Follow up mechanic movement activity to proper utilization of man power.
- Area coverage analysis to improve service and increase customer satisfaction.
- Market analysis and prepare local spare parts demand.
- Preparing pre-requisition of spare parts.
- Regularly update spare parts stock of all branches against their sales.

❖ **Warranty:**

- Warranty claim collection from the field, submission it to the E-warranty system.
- Warranty failure analysis and report to supervisor to develop product quality.

❖ **Others:**

- Arrangement all kinds of training program for field force to develop their skills.
- Special project monitoring (PIP, PMP, R&D)

**Computer Skill:**

- Microsoft Office.
- Internet Browsing.

**Language Skill:**

- Bengali.
- Good Command over reading, writing and speaking in English.

**Personal Details:**

Father's Name : Md. Abdul Quddus Pir  
Mother's Name : Mt. Dilruba Ferdous  
Date of Birth : February 28, 1992  
Gender : Male  
Nationality : Bangladeshi  
National ID No : 19926916336000260  
Religion : ISLAM  
Blood Group : O+  
Permanent Address : Vill# Aladi, P.O# Dharail, P.S# Natore, Dist# Natore  
Current Location : Dhaka

**Reference (s):**

	<b>Reference: 01</b>	<b>Reference: 02</b>
Name	: Prof Eng Abdul Wadud	Md. Zaved Masud
Organization	: IUBAT- University	United Engineering Services
Designation	: Professor & Coordinator	Assistant Manager
Address	: 4 Embankment Drive Road, Sector-10, Uttara, Dhaka 1230	House-10, Block-B, Bannasree, Rampura, Dhaka-1219
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Relation	: Academic	Relative



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Md. Kaiser Ferdous