



Title of Resume

MD.HAFIZULLAH AMIN

DIPLOMA IN AUTOMOBILE ENGINEERING

Mailing Address:

Niloy Motors Limited (Sole Distributor of Hero Motorcycle in Bangladesh)

Nitol Niloy Group

233, Ghuni, Basundia, Kotwali, Jessore.

Contact No. +088 01775520811

E-mail: hafizullahamin70@gmail.com

Career Objective:

Effectively utilization of knowledge, exposure and skills to improve my career as well as help to achieve the Organizational goal; moreover, I wish to devote myself into any kind of challenging job.

Carrier Summary:

09 Years work Experience in **Vehicle Quality Assurance, Logistics Transportation & Distribution Support, Customer Support, CNG Refueling Station Operation & ERP Soft.**

Employment History:

1. Sr. Executive at PDI (Pre-Delivery Inspection) & Transport In-charge (March 10, 2014 - Continuing).

Niloy Motors Limited (Sole Distributor of Hero Motorcycle in Bangladesh), Nitol-Niloy Group.

Company Location: 233, Ghuni, Basundia, Kotwali, Jessore, Bangladesh

Department: Logistics

Duties/Responsibilities:

1. Draft standards confirm policies and procedures.
2. To ensure a product or service, meet with standard established standards, reliability, usability and performance.
3. Quality assurance value sufficiency evaluation.
4. Customer complaints and non-duplicate issues are investigated.
5. Any problem individually discusses communicated to assembly plant, corporate sales department & all hero exclusive dealers.
6. Maintain daily work schedule of mechanics.
7. Follow-up on denting & painting section.
8. Supervise transport department, including its assets and employees.
9. Responsible for maintaining vehicles update documents, registration, insurance, fitness, tax token, route permit, log book & police case etc.
10. Supervise scheduling of transportation.
11. Supervise / monitor maintenance of vehicles (Light and Heavy).
12. To prepare a detail Monthly report for Head Office and Depot on cost of Vehicle Maintenance, Cost of fuel, Drivers salary etc.
13. Minimize the cost of Maintenance using workshop.
14. Handle the matter related to untoward situation / accident very efficiently and cost effectively.
15. Ensure Proper documentation (Matter with BRTA) of all vehicles in time.
16. To make all reports in accordance with Vehicle Tracking System.
17. Update ERP (Enterprise Resource Planning) software regularly.
18. All activities executed by suggestion of our departmental head.

2. Asst. Manager-Service (September 1, 2010 - August 31, 2013)

Walton / Marcel (A Concern of RB Group of Companies)

Company Location: Dhaka

Department: Service

Duties/Responsibilities:

1. Carry out trouble shooting, servicing and overhauling at automobile workshop (2 Wheeler).
2. Keep track of servicing / spare parts requirements and be responsible for spare parts purchase.
3. Be responsible for on time service.
4. Monitoring and supervising the day to day activities of the service technicians.
5. To look after service campaign through mobile service. Monitor and ensure the warranty compliance.
6. Receive all engineering, electric & packing materials by counting & weighting.
7. Prepare of everyday income & expenses item posting in cashbook.
8. Maintaining Spare Parts Stock.
9. Maintaining documentation.
10. Everyday all service reports update and sent to head office.
11. All activities of service related executed by suggestion of our departmental head.

3. Shift In-charge (October 1, 2007 - August 31, 2010)

Shohagh CNG (A Concern of Shohagh Group of Companies)

Company Location: Dhaka

Department: CNG Station Marketing Unit

Duties/Responsibilities:

1. Operating, Maintenance, Troubleshooting and Overhauling of CNG compressor Package of reciprocating type & Gas Generator (Cat 450 Kva).
2. Check every hour temperature & pressure gauge meter.
3. Carry out preventive/schedule maintenance, troubleshooting & overhauling etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration	Achievement
Diploma in Engineering	Automobile Technology	Dhaka Polytechnic Institute	CGPA:3.08 out of 4	2007	4 Year	Engineering technique
SSC	Business Studies	Sher-E-Bangla Nagar Govt. Boys High School, Dhaka	CGPA:3.5 out of 5	2003	10	Knowledge of business

Special Qualification: ERP Soft & Microsoft Office.

Computer Skill: MS Word, MS Excel, Power Point, Email and Web Browsing.

Communication: Work with Efficiency and analytical report writing in English.

Training:

Training Title	Topic	Institute	Country	Location	Year	Duration
Supply Chain Management.	Internal Training	Nitol-Niloy Group	Bangladesh	Nitol-Niloy Group, 71 Mohakhali, C/A, Dhaka-1212	2017	01 Day
Team building & Team Development	Internal Training	Nitol-Niloy Group	Bangladesh	Nitol-Niloy Group, 71 Mohakhali, C/A, Dhaka-1212	2016	01 Day
Stress , Emotion & Time Management	Internal Training	Nitol Niloy Group	Bangladesh	Nitol-Niloy Group, 71 Mohakhali, C/A, Dhaka-1212	2015	01 Days
Team Building & Leadership .	Internal Training	Nitol Niloy Group	Bangladesh	Nitol-Niloy Group, 71 Mohakhali, C/A, Dhaka-1212	2015	01 Days
Induction & Orientation Program	Internal Training	Nitol Niloy Group	Bangladesh	Nitol-Niloy Group, 71 Mohakhali, C/A, Dhaka-1212	2014	02 Days
Industrial Training	Internee	ACE Auto Ltd	Bangladesh	204/A Gulshan Tejgaon link Road,Dhaka, Bangladesh	2006	06 Month

Language Proficiency:

Proficient in reading, writing and speaking both Bangla as mother tongue & English as international language & also speaking Hindi as neighbors' language.

Personal Strength & Attribute:

Ability to manage time & being flexible. Ability to work under pressure & fulfill the deadline, willing to accept responsibility & perform accordingly. Ability to work in teams & maintain effective communication. Open minded in adapting to new & challenging situations.

Area of Personal Interest: Reading books & novels. Hanging out with friend & traveling, sports & games.

Permanent Address:

Vill: Shoyna
P.O: Dhabri
P.S: Kowkhali
Dist: Pirojpur

Personal Information:

Father's Name : Md.Altaf Hossain Mir
Mother's Name : Korimon Begum
Date of Birth : 19th June 1989
Birth Place : Mirpur,Dhaka
Religion : Islam
Sex : Male
Marital Status : Married
Nationality : Bangladeshi (By Birth)
Blood Group : B⁺
National ID No : 19872699040717748

Reference(s):

Md. Jahedul Alam

Sr. Manager (Logistics)

Niloy Motors Limited (Sole Distributor of Hero Motorcycle in Bangladesh)

Nitol Niloy Group

233, Ghuni, Basundia, Kotwali, Jessore.

Cell-01937400837

Email - raton73bd@gmail.com

Md.Rezaul Karim

Sr. Executive (Logistics)

Niloy Motors Limited (Sole Distributor of Hero Motorcycle in Bangladesh)

Nitol Niloy Group

233, Ghuni, Basundia, Kotwali, Jessore.

Cell-01919099018

Email - rzshamim33@gmail.com

Declaration of Authenticity:

I, **Md.Hafizullah Amin** here undersigned certify that to the best of my knowledge and belief, above data correctly describes my qualification, my skills & me. I understand that any willful misstatement described herein may lead my qualification or dismissal, if employed.

Signature