

# 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:**

<b>1. Name of Organization</b>	<b>: Speedoz Ltd.</b>
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 : 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.
- ❖ Check the motorcycle components according to quality parameter
- ❖ 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.

**3. Name of Organization** : **Runner Automobiles Ltd.**  
 Name of post : Jr. Executive  
 Department : Supply Chain (Store).  
 Duration : 01-06-2013 to 31-12-2014

**Duties / Responsibilities:**

- ❖ The stocks of the auto parts is maintained and ensure that there is kept a healthy supply
- ❖ Coordinate with the manufacturing departments and place in orders for the parts to be made.
- ❖ Coordinate with the storage facility of the company. The have to be in contact with the warehouse supervisors, so the parts are stored properly and easy to locate.
- ❖ The reports are submitted to the senior management of the company and update on the latest production, stock and sales reports.

**Educational Qualification Details:**

Exam Title	Concentration /Major	Institute	Passing Year	Duration
Diploma in Engineering	Power Technology	Faridpur Polytechnic Institute	2011	4 years
Secondary School Certificate (S.S.C)	General Electrical	Daulatpur P.S High School	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 : 10<sup>th</sup>June 1991.  
Religion : Islam.

**Address:**

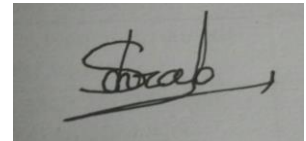
Permanent Address & Mailing:	Present address:
Vill: Chasha Vadra, P.O: Vadra, P.S: Nagarpur, Dist: Tangail.	G.P. GA-69, Mohakhali, Dhaka-1212

**Reference:**

REFERENCE- 1	REFERENCE – 2
<b>Mojibur Rahman Saikot</b> Sr. Manager Department of Service Speedoz Ltd. Mobile: +881990400625	<b>Eng. Shahnewaz Hossain</b> 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:** 27.12.17

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(Sohrab Hosen)

