**Date : 09 January 2018**

To

The head of HR Department,

Bangladesh Honda Pvt. Ltd.,

Saimon Centre, 3rd Floor, 4/A, Road: 22, Gulshan-1, Dhaka-1212.

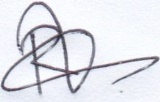
**Subject: Application for the post of Assistant, QIC & MQS.**

Sir,

In response to your advertisement published in bdjobs.com. I am offering myself as a candidate for the above mentioned post. I am enclosing herewith my Curriculum Vitae bearing all necessary particulars.

I would therefore, be truly obliged if you select me for the post.

Yours obediently,



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rajib kumar mondal

**Below Following information as**

1. Why do you apply to Honda?

Answer: Honda is renowned company in the world .This named heard from childhood. I want to build up my carrier with Honda.

2. What & how will you contribute to Honda?

Answer: I will contribute to Honda as bellow:

i) Honesty ii) Punctuality iii) Integrity iv) Responsibility v) Develop with carrier.

3. Do you have motorcycle driving license? Do you have motorcycle?

Answer: I have no motorcycle driving license.

I have motorcycle.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **RAJIB KUMAR MONDAL** | |  | | --- | |  | | | Address: Ifad auto services Ltd. , ASHOK LEYLAND service center, Faujdarhat, Sangu road, Chittagong, Bangladesh.  Mobile No 1: +8801714814914  Mobile No 2 :+8801966670861  e-mail : rkmondal.power@gmail.com, rajibmondal.natore@gmail.com | |

|  |
| --- |
|  |
|  |
| **Career Objective:** |
| To prove myself as a quick learner and highly energetic person to face any challenge in such as organization where the contribution will be acknowledged if would be given an opportunity in Automobile sector. |

|  |
| --- |
| **Career Summary:** |
| Self-Develop in Automobile Sector |

|  |
| --- |
| **Special Qualification:** |
| 1.Hard working and positive attitude towards responsibilities.  2.Good Interpersonal Communication. 3.Problem solving and Organization skill. |

|  |  |
| --- | --- |
| **Employment History:** | |
| **Total Year of Experience :** 3.0 Year(s) | |
| 1. | **Service Engineer ( August 1, 2016 - Continuing)** |
|  | **IFAD AUTO SERVICES LTD**  (The sole distributor for ASHOK LEYLAND vehicles in Bangladesh)  Company Location : Dhaka  Department: Service  ***Duties/Responsibilities:***  1. Job card making. 2. Warranty claim report making & Maintain Warranty claim process flow and prepare monthly report on claim data analysis. 3. Responsible person of contact for ASHOK LEYLAND & IFAD on warranty compliance and procedure. 4. Properly maintain service related all documents & send daily report to ASHOK LEYLAND Ltd. 4. Ensure the technical repair communications contain the appropriate warranty repair at outside vender and reimbursement instruction. 4. Inspection the Field service & instructor of all mechanic. 5. Conduct market quality survey and customer satisfaction survey, service offer announce, conversation to recall for campaign and other facilities. 6. Response to technical inquiries from customer and refer that will have to provide better solution. 6. Arrange the Service Camp & Driver Training program.  7. Attend to other duties delegated by the supervisor. |
| 2. | **Service Engineer ( January 6, 2015 - July 30, 2016)** |
|  | **AKIJ MOTORS**  (The sole distributor for FORLAND Vehicles in Bangladesh)  Company Location : AKIJ Center, 97 Shaheed Tajuddin Ahmed Sharoni, Sathrastamor, Tejgaon I/A , Dhaka- 1208  Department: Service & Maintenance  ***Duties/Responsibilities:***  1. Job card making. 2. New chassis (FORLAND Vehicles) PDI & Service.  3. Warranty claim report making & Maintain Warranty claim process flow and prepare monthly report on claim data analysis. 4. Responsible person of contact for Akij motors on warranty compliance and procedure. 5. Properly maintain all documents & submit to supervisor. 6. Monitoring the mechanics & field service. 7. Attend to other duties delegated by the supervisor. |

|  |
| --- |
| **Academic Qualification:** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Pas.Year** | **Duration** | | Diploma In Engineering | Power Technology | Pabna Polytechnic Institute | CGPA:3.53 out of 4.00 | 2014 | 4 years | | SSC | Science | Lalpur SS Pilot High School | GPA:4.31 out of 5.00 | 2010 |  | |

|  |
| --- |
| **Training Summary:** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** | | Industrial Attachment | Automobile Diagnosis & Service, PLC, Gas Engine, Compressor, Generator, UPS. | AKIJ MOTORS | Bangladesh | Sathrastamor, Tejgaon I/A, Dhaka- 1208 | 2014 | 3 Month`s | |

|  |
| --- |
| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Entry Level Job | | Available For | : | Full Time | | Present Salary | : | Tk. 25000 | | Preferred Job Category | : | Engineer/Architect | | Preferred District | : | Anywhere in Bangladesh. | | Preferred Organization Types | : | Multinational Companies. | |

|  |
| --- |
| **Specialization:** |
| |  |  | | --- | --- | | **Fields of Specialization** | **Description** | | * Automobile | Vast technical knowledge about Motorcycle, Truck and bus.  Hands on work experience on Diesel & Petrol Engine.  Full engine overhauling & New installations.  Motorcycle driving. Mechanically-inclined. Basic physics & math skills. Computer knowledge. | |

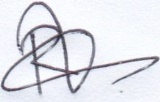
|  |
| --- |
| **Extra Curricular Activities:** |
| Coordinator social work |

|  |
| --- |
| **Language Proficiency:** |
| |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Reading** | **Writing** | **Speaking** | | English | High | High | High | | Bengali | High | High | High | |

|  |
| --- |
| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Chitto Ranjan mondal | | Mother's Name | : | Aroti rani mondal | | Date of Birth | : | February 7, 1995 | | Gender | : | Male | | Marital Status | : | Unmarried | | Nationality | : | Bangladeshi | | National Id No. | : | 19956914417000160 | | Religion | : | Hindu | | Permanent Address | : | Village : Hasimpur, P O : Salampur, upazilla :Lalpur, Dist.: Natore, Bangladesh | | Current Location | : | Chittagong | |

|  |
| --- |
| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | |  |  | **Reference: 01** | **Reference: 02** | | Name | : | Mostofa kamal | Sanjib nath | | Organization | : | RFL Autos | Ifad auto services Ltd. | | Designation | : | Assistant General Manager | Chief engineer | | Address | : | PRAN-RFL Center, 105 Middle Badda,  Dhaka-1212, Bangladesh. | 60 Tongi I/A, Gazipur. | | Phone (Off.) | : |  | Phone(Off):+8801922114340 | | Phone (Res.) | : |  |  | | Mobile | : | +8801712903704 |  | | E-Mail | : |  | sanjibnath103@yahoo.com | | Relation | : | Professional | Professional | |  |  |  | | |

Yours obediently,



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rajib kumar mondal