**Curriculum Vitae of**

**MD. JAHID HASAN KHAN**

Address: Sabuzbag, Sonadanga, Khulna   
Mobile No: 01718927017

E-mail: [testjahid@yahoo.com](mailto:testjahid@yahoo.com)

**Career Objective:**

Developing a shine career in Engineering sector where I will have scope to utilize my potentially, adaptability and skills to do something innovative and opportunity for long term career growth and advancement

**Employer : Uttara Motors Ltd.**

Khulna

Position : Sr. Service Engineer (Workshop In charge)

Duration : December 2016 – till date

***Duties/Responsibilities:***

* Ensure customer satisfaction by providing better service and keep profitability by excellent management.
* Responsible for the day to day efficient running of the workshop and control workshop manpower for maximum output.
* Handling customer complain and take decision for better solution communicate with technical team for smooth operation and better service.
* Timely order of spare parts and keeps up-to date of spare parts register
* Ensure the spare parts in workshop timely submit requisition to head office for available stock
* Proper utilization and management of service information materials tools
* Participate advance level dealer technicians training as well as conducted training for dealership owners
* Promotion of management service bulletins and market handling actions.
* Collection and management of quality information as well transmission to Uttara Motors Ltd.
* Remotely support to customer who unable to run the motorcycle.

**Employer : SolarEn Foundation**

Position : Regional Manager( Sr. Officer)

Duration : April 2010 to Nov 2016

***Duties/Responsibilities:***

* Prepared distribution report and stock update regularly onward submit to Dhaka office
* Overseeing stock control and receiving orders from beneficiary update store ledger timely.
* Promotion of solar home system and distribute to beneficiary’s as per SolarEn Foundation sales policy.
* Prepare monthly work plan (Marketing, sales, Revenue Collection, Stock Ledger etc.) and keep monitor properly.
* LED light marketing corporate sales Collect Monthly installment from beneficiary and keep record properly.
* To ensure technical support for customers, documentation and file maintenance
* Maintaining communications from all the ways with customers.
* Arrange training/workshop to beneficiary about Solar home system.

**Academic Qualification:**

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| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Passing Year** | **Duration** |
| Diploma in Power (Automobile) Engineering | Power | Jessore Polytechnic institute | CGPA:3.26 out of 4 | 2009 | 4 |
| SSC | Accounting | Matikumra Secondary School | CGPA:3.44 out of 5 | 2005 | - |

**Training Summary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training Title** | **Topic** | **Institute** | **Location** | **Duration** |
| Industrial Attachment | Automobiles service | HAQ`S BAY AUTOMOBILES LTD. | Dhaka | 11 Sep 2018 to 4 Dec 2018 |

**Personal Details:**

Fathers Name : Late: Shafiqul Islam

Mothers Name : Shajeda Begum

Date of Birth : Nov 5, 1989

Gender : Male

Marital status : Married

Nationality : Bangladeshi

Permanent Address : Village: Mattikumra, Post office: Mattikumra, PS: Jhikargacha, Jashore

Date: ……… Signature:

Md. Jahid Hasan Khan