House#152,govt college road,Araihazar

Narayangonj.

Cell:01521261454

Email:susmoyshuvo33@gmail.com

The HR Manager

Belmonte group

126/1,Bata signal,Elephant road,Dhaka-1205

**Application for the post of Assistant Engineer Mechanical (maintenance)**

Dear sir,

In response to your advertisement in the Bdjobs.com ,I came to know that you are going to appoint some assistant engineer mechanical (Maintenance).Having just completed my bachelor degree in mechanical engineering,I would like to offer myself as a candidate for this post.Throughout my education I have grown my organizational and time management skills and further developed my abilities to think analytically,logically and creatively.i am practiced in discovering solution to diverse problems and seeing projects through to successful completion.

My volunteer and work experiences have further enhanced my interpersonal and communication skills,and taught me how to work with ,and assist a variety of individuals .I have demonstrated that I can pick up new tasks quickly and efficiently while providing a high level of customer service.Finally,I am extremely comfortable with computers,including several engineering based programs and software.

Thank you for taking the time to review my application ;I look forward to hearing from you soon to further discuss how my qualification can benefit your open position.

Sincerely,

Shubha Chandra mitra

**Curriculum vitae**

**Name** shubha Chandra mitra

**Address** House#152,govt college road,Araihazar

Narayangonj.

**Mobile** 01521261454

**Email** [susmoyshuvo33@gmail.com](mailto:susmoyshuvo33@gmail.com)

**Objectives:**

Looking for a chance in a company that helps me give my absolute best and enhance my abilities in engineering field .i will do my best to meet the expectations of the company.

**Profile**

An organized,Enthusiastic like to work with the team or individually for the betterment of the company.

**Educational Qualification**

2019**-** Bechelor of science in Mechanical Engineering IUBAT-International University of Business Agriculture And Technology.

2017-Completed Hsc from govt.Safor ali college Araihazar,Narayangonj.

2015-Completed Ssc from Kalagachiya High School,Araihazar.

**Skills & Expertise**

* 2-D & 3-D CAD drawing proficiency.
* Solidworks and Microsoft office and excel proficiency.
* Project Management and Leadership skills.
* Have excellent command over speaking and writing English language.