

To,  
The HR Manager

Sub: Job Application for the post of Rental Agent.



Dear Sir/Madam,

I am Nasir Uddin Mazumder and I am having almost 5 year experiences in the car rental field in Kingdom of Bahrain. I have completed my secondary school certificate (SSC) and Higher secondary certificate (HSC) with science from Bangladesh. I also completed my degree.

I am seeking a position for Rental Agent. Where I can bring enthusiasm and adaptability to my work. Further having good customer service and interpersonal skills also a good memory for details and a strong work ethic. I believe that I am incredibly compatible with the role as I have educational qualifications and experience in office organize and maintenance.

I would to like to welcome the opportunity to discuss this letter and my attached curriculum vitae.

Thanks for your cooperation. I am looking forward for your positive response.

**Yours sincerely,**  
**Nasir Uddin Mazumder**

Attached C.V.

**NASIR UDDIN MAZUMDER**  
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**Kingdom of Bahrain.**

# NASIR UDDIN MAZUMDER



## OBJECTIVE

To pursue a career in a progressive organization, where in I can contribute to the growth of the company with my education, experience and capabilities, allowing for a potential rise within the organization.

## PERSONAL DETAILS

Full Name : Nasir Uddin Mazumder  
Address : ROAD NO 2124,BLOCK 321,  
BLDG 1877, FLAT 27, AL QUDAIBIYAH  
KINGDOM OF BAHRAIN.  
Mobile : +973 38922618  
Email : [nasir.kkfs@outlook.com](mailto:nasir.kkfs@outlook.com)/[nasirkhan3438@gmail.com](mailto:nasirkhan3438@gmail.com)  
Date of birth : 01/01/1994  
Nationality : Bangladeshi  
Marital status : Unmarried.  
Passport details : Passport No.EP0356041  
Issued: DIP/DHAKA  
Valid until: 10/01/2025

## EDUCATIONAL QUALIFICATION

### B.A/DEGREE

CSP Degree College, Cumilla -Bangladesh  
year: 2013 to 2015  
Result :2<sup>nd</sup> class.

### H.S.C/higher secondary certificate

Higher secondary certificate, CSP Degree College, Cumilla -Bangladesh  
year: 2010 to 2012  
Result: Grade point 4.42 out of 5.

## **S.S.C/Secondary school certificate**

Secondary School Certificate, Parati High school, Cumilla -Bangladesh

Year: 2004 to 2009

Result: Grade point 4.56 out of 5.

### **CARRER SUMMARY**

With almost five year experiences in the car Rental field. Where I have learnt Customer service, the way of deal, office Organize and maintenance and also providing office support. Combine excellent organizational skills with hands- on technical knowledge, a good memory for details and a strong work ethic.

Self- starter with the ability to analyze opportunities and adapt to strategies to improve performance. Maintain professionalism at all times and use discretion when handling confidential data.

### **COMPETENCIES**

- Fast learner, adapt well to change and pressure in work place.
- Work effectively with diverse group of people.
- Friendly with unbeaten attitude.
- Ambitious, committed to excellence and hardworking.

### **SKILLS**

- MS Word and Excel
- Negotiation
- Attention to details
- Time management
- Critical thinking and handling pressure
- Easily trainable

### **LANGUAGE**

<b>BANGLA(Mother Tongue)</b>	<b>ENGLISH</b>	<b>HINDI/URDU</b>	<b>ARABIC</b>
• Reading	• Reading	• Speaking	• SPEAKING
• Writing	• Writing	---	(BASIC)
• Speaking	• Speaking	---	---

## **DRIVING LICENSE**

- License No. : 900171472
- First Issue : 16/02/2017 (Kingdom of Bahrain)
- Expiry date : 15/02/2022

## **PROFESSIONAL EXPERIENCE**

**16<sup>th</sup> FEB 2016 to 10<sup>th</sup> JAN 2018 (AL WID AL SAFI CAR HIRE)**

### **CORE SKILLS – APPLIED DURING CAREER**

- Completing paperwork with the customer and taking payments either cash or credit card.
- Showing customers to their vehicle and pointing out any dents, scratches.
- Checking mileage and inspecting for damage when vehicles are returned
- Checking vehicle service.
- Maintain spare parts store and stock details.

**10<sup>th</sup> JAN 2018 to 01<sup>th</sup> SEP 2020 (AL WID AL SAFI CAR HIRE)**

### **CORE SKILLS – APPLIED DURING CAREER**

- Greeting customers, completing necessary rental or parking information, disclosing rates, terms and conditions of rental and obtaining customer signatures while using effective sales techniques to encourage customers to utilize service options.
- Dealing with customer enquiries about the availability and cost of vehicles.
- Vehicle check out/check in and pointing dents, scratches or special features.
- Follow up customers for agreement Renewal and collect payment.

- Preparing daily sales report.
- Delivering vehicle to customer place if needed.
- Completing car exchange requests in computer system.
- Maintaining and updating rental agreement files; contract and notifying customers of overdue rental vehicles and inquire as to the expected date of return.
- Closing the deals by and completing sales contract, explain provisions, offer services.
- Follow up traffic contraventions and completing vehicles renewal by online.

## **REFERENCE**

Available upon request.

