

SHAKIB HOSEN

Spare parts

Shopkeeper

+974 66546097

WhatsApp : 01837557806

hosenshakib020@gmail.com

Old Ghanim, Qatar

Dear sir,

I am writing to express my interest in the position of Auto Spare parts shopkeeper at your company. With extensive experience in spare parts management, procurement, and inventory control, I am confident in my ability to contribute to the success of your team. My background in optimizing processes, reducing costs, and ensuring the availability of critical parts makes me a strong fit for this role.

In my previous roles, I successfully implemented a just-in-time inventory system, reducing holding costs by 20% while ensuring that spare parts were always available when needed. I also negotiated favorable terms with suppliers, leading to a 15% reduction in procurement costs, and introduced a digital tracking system that reduced manual errors by 40%. These achievements reflect my ability to enhance efficiency, control costs, and maintain high standards of operational excellence.

Beyond my professional expertise, I bring a detail-oriented and solution-focused approach to managing spare parts, ensuring minimal disruptions in operations. I am adept at building strong relationships with suppliers, collaborating with internal teams, and implementing systems that improve the accuracy and effectiveness of inventory management.

I am excited about the opportunity to contribute my experience and skills to your company and I am confident that my proactive and results-driven approach will help achieve your organization's goals. I look forward to the opportunity to discuss how my background aligns with your needs in more detail.

Thank you for considering my application. I am eager to contribute to your team and look forward to speaking with you soon.

Sincerely,



SHAKIB HOSEN



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A highly motivated and dedicated professional seeking a challenging role where I can apply my skills in marketing industry and contribute to organizational growth. With expertise in sells, customer service and many more professional activities , I aim to enhance operational efficiency and deliver top-notch results. Passionate about continuous learning, leadership, and problem-solving, I am eager to support company objectives while driving personal and professional growth. I thrive in fast-paced environments and am committed to excellence in everything I undertake. Ready to make a meaningful impact as part of a dynamic team.

WORK EXPERIENCE

Spare Parts Officer

Dhaka , Bangladesh

Meem Motors - Authorised Dealer of 02 Jun 2022 To 31 Nov 2022
ACI Motors (YAMAHA)

- Maintain and manage inventory levels of spare parts to ensure availability for maintenance and repairs.
- Process orders for spare parts, including placing purchase orders, tracking shipments, and coordinating delivery schedules.
- Develop and maintain strong relationships with suppliers to negotiate pricing, terms, and delivery schedules.
- Identify the correct spare parts based on equipment specifications, models, and customer requirements.
- Monitor and manage the cost of spare parts, ensuring budget adherence and cost efficiency.
- Provide technical advice and assistance to customers or internal departments regarding spare parts selection and usage.
- Coordinate the storage, packaging, and distribution of spare parts to ensure timely delivery to internal and external clients.
- Generate reports on spare parts usage, inventory levels, and procurement trends for management review.
- Adhere to company policies and procedures regarding the handling and storage of spare parts.
- Conduct regular stock checks and audits to minimize discrepancies and ensure accuracy.
- Ensure the quality and authenticity of parts procured from suppliers.

EDUCATION QUALIFICATION

DIPLOMA IN ENGINEERING

Institute : National Institute of Technology

Major : Automobiles Technology **CGPA :** 3.23 (Out of 4.00)

Passing Year : 2020

SECONDARY SCHOOL CERTIFICATE (SSC)

Institute : West Gomdandi Union High School

Group : Business Studies **GPA:** 3.61 (Out of 5.00)

Passing Year : 2016

CONTACT ME



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Old Ghanim, Qatar

LANGUAGE

- Bangla
- English
- Hindi

SKILLS

- Ability to deal with people diplomatically
- Ready to accept challenges
- Leadership
- Adaptability
- Planning
- Team Work
- Coping with complexity
- Problem Solving
- Commercial Awareness

COMPUTER SKILLS

- MS Excel
- Internet Browsing
- Computer Literacy
- Email Management
- Social Media Management

SELF APPRAISAL

- A self-driven attitude, investigated of knowledge, strong presence mind.
- Optimistic confident and benevolent.
- Energetic, devoted, Sincere and hard working.
- Frolic for all.

ATTRIBUTES

- Expertise in managing stock levels, forecasting demand, and optimizing inventory to reduce costs and ensure parts availability.
- A meticulous approach to managing inventory, documentation, and reporting, ensuring accuracy and avoiding costly errors.
- Highly organized with the ability to prioritize tasks
- Flexible and able to adjust to changing demands, such as fluctuating inventory needs, supplier challenges, or urgent maintenance requirements.
- Strong understanding of technical specifications and requirements for spare parts

EXTRA CURRICULAR

- Nature Photography
- Social Worker, Competitiveness
- Engage in human service
- Job-specific activities, Aware of donating blood

REFERENCE

Reference Will Be Be Provide If Needed



PROFESSIONAL ACHIEVEMENTS

- Successfully reduced spare parts inventory holding costs by 20% through the implementation of a just-in-time (JIT) inventory system, ensuring stock availability without overstocking.
- Negotiated more favorable terms with key suppliers, resulting in a 15% reduction in procurement costs and improved delivery times for critical spare parts.
- Increased parts availability by 25% through better demand forecasting and streamlined order processing, ensuring minimal downtime for maintenance and repairs.
- Led a cost-saving initiative that resulted in a 10% reduction in overall spare parts procurement costs by consolidating orders and optimizing transportation logistics.



PROFESSIONAL TRAINING & CERTIFICATION

Industrial Attachment

Chattogram, Bangladesh

Passed With Distinction

6 Months

RQS Automobiles Limited

- Identification of different parts of the engine.
- Identification of different parts of the piston.
- Identify the problem of why the engine is hot, etc.

Auto Mechanics Trade

Chattogram, Bangladesh

Passed with Distinction

3 Months

Underprivileged Children's Education Programs (UCEP)

Work experience certificate from Meem Motors

Certificate from UCEP Bangladesh



PERSONAL DETAILS

Date of Birth : 27th January 2000

Religion : Islam

Marital Status : Unmarried

Visa Status : Residency Permit

ID No : 30005011879

Passport No : A02889968

Passport Validity : 15 March 2032

Nationality : Bangladeshi (by birth)

Permanent Address : C/O- Kala Mia Talukdar Bari Vill: West Gomdand, P.O: West Gomdandi Boalkhali Pourashava, P.S: Boalkhali, Dist: Chattogram.

DECLARATION

I hereby, declare to the best of my knowledge and belief that this CV correctly describes my qualifications and me.

SHAKIB HOSEN