




MD. SHARIFUZZAMAN
Industrial and
Production Engineer

 House 25, Road 12,
Rupnagar, Mirpur, Dhaka

 01750240060

 sharif.buet.ipe@gmail.com

 [Google Site](#)

COVER LETTER

Dated – 07 September 2022
HR Manager

Dear Hiring Manager,

I am expressing my interest in the job circulation of your company. After learning about your company, I have immersed myself in your exceptional work in the industry.

Recently I finished my study (May 2022). While I have a comprehensive industrial and production background, my emphasis is on the industrial sector, as my thesis topic is Line Balancing. I have worked on finding the bottlenecks in a single model line balancing and solved the problem with the work-sharing method and have already developed an algorithm to solve the problem. My industrial training was at Rahimafrooz batteries Ltd. I have worked with six sigma tools like 7+1 waste, kaizen, poka-yoke, lean, six sigma, etc., under the supervision of Mr. Anisur Rahman, head of the Industrial Engineering department, Rahimafrooz Batteries Ltd. I feel that your company places prominence in similar areas. Having the privilege of serving as an industrial engineer with you will increase my learning opportunities and give me the exposure that I need to advance my career while using what I have already learned to impact your productivity.

After graduation, I hope to work for a company like yours to practically apply what I have learned so far. I want to grow my experience and impact a company's productivity. In the future, with practical experience, I see myself in a decision-making position where my actions will have a significant output. In the meantime, I want to have an MBA degree from a reputed institution.

I want to meet with you and discuss various things about the position and your expectations. Please let me know if you have any questions or want to see any documents. My contact info is mentioned above. My resume is attached on the next page.

Thank you for going through this letter.

Sincerely,
Md. Sharifuzzaman

MD. SHARIFUZZAMAN

INDUSTRIAL AND PRODUCTION ENGINEER



01750240060 |



Mirpur, Dhaka |



sharif.buet.ipe@gmail.com



in/sharifuzzaman-bimurto

CAREER OBJECTIVE

I'm looking for a career path that will require me to put forth my best effort to achieve the organization's goals, and that will allow me to fully utilize my technical and managerial abilities while also challenging me to learn new skills that will help me advance and pave my way in the corporate world and learn new things every day.

EDUCATION

B.Sc. in Industrial and Production Engineering (IPE), Bangladesh University of Engineering and Technology (BUET), Dhaka

Graduation time: May 2022 | CGPA: 3.24/4.00

Higher Secondary Certificate (HSC)

Cantonment College, Jashore [2016]

GPA: 5.00/5.00 | Board Scholarship

Secondary School Certificate (SSC)

Police Line Secondary School, Jashore [2014]

GPA: 5.00/5.00 | Board Scholarship

ACADEMIC PROJECTS

SolidWorks | Industrial Forklift

CATIA | CNG autorickshaw

Product Design | Drain Garbage Cleaner

Thesis | Line Balancing: Work Sharing Method

LANGUAGE

Proficient in **English** and **Bengali**

TECHNICAL SKILLS

Microsoft Office | Word, Excel, PowerPoint

CAD software | AutoCAD, Solidworks, CATIA

Programming | Python, C, MATLAB

Graphics Design | Adobe Photoshop

CERTIFICATES

- Excel Skills for Business: Essentials by COURSERA.
- Email Writing by COURSERA.
- Leadership Program by American Embassy, Bangladesh.

EXPERIENCE

- Industrial visit at British American Tobacco.
- Industrial Training at Rahimafrooz Batteries Ltd. (Duration: 1 month)

INTEREST

Chess | Bike Riding | Poker | Cricket

REFERENCE

Dr. Sultana Parveen

Professor, Industrial and Production Engineering (IPE), Bangladesh University of Engineering and Technology

Email: sparveen@ipe.buet.ac.bd

Relation: Thesis Supervisor

Dr. Ferdous Sarwar

Professor and Head of Department, Industrial and Production Engineering (IPE), Bangladesh University of Engineering and Technology

Email: ferdoussarwar@ipe.buet.ac.bd

Relation: Department Head, IPE, BUET