



Resume Of Md. Bipul Rana

Cell :-+8801774508818

Present Address:

Md. Bipul Rana

C/O: Md. Osman Ali

Vill.- : Khash Naogaon

P. O. : Noagaon sadar

P. S. : Naogaon

Dist. : Noagaon

Country : Bangladesh.

Career Objective:

A career which is not merely a means of living but rather a means for making life meaningful and luminous is liked by me. I am confident that all the hindrances of the path of achieving my goal will be swept out by my promising activities. I believe that I will uphold the reputation of my working arena.

Work Experience:

- ❖ Working as a Area Sales Manager in "Globe Biscuits and Dairy Milk Ltd" Noagaon, From 22 May 2018 to till now.
- ❖ Worked as a Territory Sales Manager in "Pran-Rfl Group" Sylhet, From 02 Dec 2017 to 20 May 2018.
- ❖ Worked as a Sales Representative in "Pran-Rfl Group" south surma, akhalia, kumarpara, goalabazar, sylhet, From 15 July 2014 to 30 Nov 2017.

Special Qualification:

I have good knowledge with practical experience in Microsoft word, Microsoft Excel, PowerPoint, E-Mailing, Internet Browsing etc.

Present (Daily) Job description:

- ❖ Daily/weekly/monthly Pre-Planning & Scheduling for smooth operation of all Sales and Marketing Related function in Company.
- ❖ Responsible for preparing daily/Weekly/Monthly Sales reports.

Present Periodical (Weekly/Monthly/Yearly) Job description:

- ❖ Monitoring scrap sales & maintain the records of monthly scrap sales report and sent to corporate finance team.

▪ **Key Responsibilities:**

- ❖ Sales and Marketing
- ❖ Prepared Sales Reports .
- ❖ Handle SR and Distributors.
- ❖ To maintain party or Distributors reconciliation with company
- ❖ To check party credit limit
- ❖ To Check SR activities, Movement and Stock khata.
- ❖ Any work doing as per management requirement.

Software Experience:

Microsoft Office – Word, Excel and PowerPoint

Academic Qualifications:

1. Bachelor of Business Studies(BBS)

Year of passing : 2014

Result : 2nd Division

University : National University

Institution : Kaunia Degree College, Rangpur.

2. Higher Secondary Certificate (H.S.C.)

Group : Business studies

Year of passing : 2009

Result : 4.17

Institution : Sekh Safiuddin Commerce College, Lalmonirhat

Education Board : Dhaka

3. Secondary School Certificate (S.S.C.)

Group : Science

Year of passing : 2007

Result : 3.13

Institution : Sohid Abul Kashem high school, Lalmonirhat.

Education Board : Rajshahi

Personal information

Name : Md.Bipul Rana

Father's Name : Md.Osman ali

Mother's Name : Mst.Pervin Begum

Date of Birth : 15th October 1990

Nationality : Bangladesh (by birth)

Religion : Islam

Marital Status : Married

Strong communication

Willingness to take challenges

self-motivated, Hard working & target oriented.

Punctual, Dynamic & Energetic.

Contract information

Mobile number :01774508818

01303443546

Email: bipulrana.p@gmail.com

Permanent Address

Md.Bipul Rana

C/O: Md.Osman ali

Vill.- : Noyabari

P. O. : Barabari

P. S. : Lalmonirhat

Dist. : Lalmonirhat

Country : Bangladesh.

Language Proficiency

Excellent verbal & written communication skill in Bangla & have basic command in English

Reference:

Md.Mukul mia

Teacher

Gov praimary School, Lalmonirhat, Bangladesh

Mobile:01714859766

Date :- 12/11/19

Md.Bipul Rana

Signature