

MD. BAKI BILLAH

Mailing Address: Village: Monohorpur, P.O: Aligonj -7350,
P.S- Kaligonj, Dist: Jhenaidah.

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Email: billahb92@gmail.com



Career Objective

To work as Marketing and Sales professional of any fast growing local large and multinational Company and grow rapidly with increasing responsibility.

Field of Specialization

Trade Marketing

Portfolio Management

FMCG Merchandising

Leadership

Team Playing Attitude

Analytical Skill

Sales Operation

Inventory Management

Market Research

Work Experience:

Total Year of Experience: 4.8 Years

Company - Infinity Group

Designation - Sr. Executive (01 January 2018 to Continuing)

Company Address: level-8, Jabbar Tower, Gulshan-1, Dhaka.

Department: Marketing (FMCG)

Duties/Responsibilities:

- ✓ Analyze market trend and forecasting the sales volume.
- ✓ Plan and visit client regularly to get market insight and keep monitoring.
- ✓ Ensure relationship with all existing and prospective client.
- ✓ Increasing the sales revenue of the existing clients channel network and setup new client.
- ✓ Responsible to submit daily, weekly, monthly sales & collection report to immediate supervisor.
- ✓ Product developing.
- ✓ Vendor management.

Company - Akhwan Trade International

Designation -Executive_(01 January 2016 to 31 December 2017)

Company Location: Jabbar Tower, level-6, Gulshan-1, Dhaka-1212.

Department: Business Operation

Duties/Responsibilities:

- ✓ Passport Checking & Visa processing
- ✓ Passport Processing For Medical.
- ✓ Medical Report Processing
- ✓ Foreign Calling Or Work Permit Processing
- ✓ Conduct With Foreigner For Interviews
- ✓ Mofa Processing
- ✓ Manpower Processing

Language Skill

English :	Spoken, Writing and Listening	Excellent
Bangla :	Spoken, Writing and Listening	Excellent

Academic Qualification

Exam Title	Major	Board	Result	Pas.Year	Duration
PGDMMB	Marketing	Qualifi-UK / Centre -BiMS	Enrolled	2020	-----
M.S.S	Economics	Dhaka University Centre – Kabi Nazrul Govt. College	2.94 out of 4	2014	1 Year
B.S.S (Hon`s)	Economics	National University	2.95 out of 4	2013	4 Years
H.S.C	Humanities	Mahtab Uddin Degree College	4.20 out of 5	2009	2 Years
S.S.C	Humanities	Mobarokgonj Sugar Mills High School	4.00 out of 5	2007	-----

Computer Skill

Windows Operating system,
MS Office, Internet (E-mail).
Social Media Management (FB, Instragram)
Graphic Software management

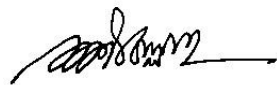
Reference's

Name	: SAZZADUR RAHMAN POLASH	: B.M Fashiuddin Mahtab
Position	: GENERAL MANAGER	: General Manager, Marketing
Institution	: AKHWAN TRADE INTERNATIONAL	: Infinity Group
Contact no	: +880 1712835226	: +8801710-935743
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Declaration

My dated signature certifies that all information presented on these curriculum vitae is complete and correct to the best of my knowledge.

Signature of



Md. Baki Billah