

# Khairul Islam Tanveer



Mobile: [+88 01861455409](tel:+8801861455409)

Email: [khairultanveer@gmail.com](mailto:khairultanveer@gmail.com)

Linkedin: [www.linkedin.com/in/tanveerkhairul/](https://www.linkedin.com/in/tanveerkhairul/)

Address: [Maijdee court, Noakhali, Bangladesh.](#)

## CAREER OBJECT

With my background, in customer service and managing accounts in settings and roles over the years I'm looking for a challenging position where I can improve customer happiness make support procedures more efficient and help the organization run smoother overall. My expertise lies in handling customer concerns overseeing account transactions and ensuring service delivery. I strive to create experiences for customers while nurturing lasting relationships, with clients. All while contributing to the health and expansion of the company.

## KEY SKILLS

Customer Support | Adaptability | Clear communication | Cold Calling | CRM software | Management of Financial Resources | Sales and Marketing | Budget Management | Operation Monitoring | Logistics management | Operations management | Employee relations | Performance evaluations | Strategic planning.

## WORK EXPERIENCE

### **Online Telesales Executive** ***Tech Inside***

November, 2024 – May, 2025  
Dhaka, Bangladesh

- Asking questions to understand customer requirements and close sales.
- Maintaining a high standard of call quality as per the requirement of the organization
- Survey Call for potential clients
- Meeting sales quotas.
- Maintaining and recording customer information in a database
- Outbound calling.

### **Accountant & Customer Support** ***ArialKhan Online Shop***

December, 2023 – October, 2024  
Dhaka, Bangladesh

- Prepare quarterly/annual reports.
- Online Sales and Customer support.
- Customer call management, Message and Comment reply.
- Organize and manage logistic operations.
- Implementing an effective brand strategy and ensuring consistency.
- Building professional relationships with staff and clients.

**Accountant****Alhajj Shamsul Huda Adhunik Maa O Shishu Hospital**

September, 2021 – July, 2023

Lakshmipur, Bangladesh

- Overseen day to day operations and management of the business.
- Recruited and supervised all employees.
- Invested and controlled all financial dealings to operate the business.
- Prepare Monthly and Annual Accounts Report & Statement.
- Maintain Hospital Financial Records.

**Supervisor****Alhajj Shamsul Huda Adhunik Maa O Shishu Hospital**

January, 2021 – August, 2021

Lakshmipur, Bangladesh

- Coordinating with other Hospital staff to ensure that patients receive high quality care.
- Managed human resources of the organization.
- Supervise all Staff Activity

## EDUCATION

MBA in **Management**, *National University, Bangladesh- 2018.*BBA in **Management**, *National University, Bangladesh- 2017.*HSC in **Business Studies**, *Noakhali Govt College, Bangladesh- 2013.*SSC in **Business Studies**, *Noakhali Zilla School, Bangladesh- 2011.*

## TECHNICAL SKILLS

**Microsoft Office:** (MS WORD, MS EXCEL, MS POWERPOINT, MS OUTLOOK, MS EXCEL etc.)**Google Suite:** (Google Docs, Sheet, Drive, Meet, Forms)

## REFERENCE

Mazharul Islam

**Executive**

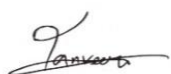
Corporate &amp; Regulatory Affairs

**City Group**

Gulshan - 02, Dhaka-1212

Mobile: **01638-565779**

I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.



---

**Signature**