

Muhammad Moin Khan

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CAREER OBJECTIVE

Extremely motivated to develop my skills and grow professionally. A highly organized and smart-working individual looking for a challenging position. I yearn for practical experience where I can utilize my skills and business studies background to my maximum potential.

EDUCATION

- **Bachelor in Business Administration** Jan 2015 – Dec 2018
Department of Management Information Systems
University of Dhaka, Bangladesh
CGPA: **3.35/4.00**
- **Higher Secondary Certificate** Jun 2012 – Apr 2014
Business Studies
Dhaka Commerce College, Dhaka, Bangladesh
GPA- **5.00/5.00**
- **Secondary School Certificate** Jan 2001 – Feb 2012
Business Studies
Monipur High School & College, Dhaka, Bangladesh
GPA- **5.00/5.00**

EXPERIENCE

- **Territory Manager, Mirpur, Robi Axiata Ltd.** September 2019- Present
 - Looking after Two Distribution houses (total business of 37 milo) in Mirpur Area
 - Ensured Growth on primary and secondary sales, Strick rate from 63% to 77%, Activation Growth 46% and growth in every other KPIs.
 - Distribution management, Sales planning & Execution
 - Ensured product visibility and availability in market
- **Sales Intern, Nestle Professional** Feb 2019- August 2019
 - Looking after a Distribution House of Nestle Professional
 - SOP Development and Implementation of entire KIOSK business channel
 - Entirely responsible for developing and executing a B2B project 'Street Kiosk' worth sales of .5 million in each month.
 - Maintaining different reports of distributor SKU wise sales target analysis.
 - Preparing weekly, monthly invoicing and RDBN report, Target vs. Achievement report of complete business.
- **Manager, RP Accessories** Jun 2018 – Dec 2018
 - Visited appointed company on a regular basis to meet the company merchandisers for sales and marketing and maintaining exclusive relationship with the merchandisers and suppliers.

ACOMPLISHMENTS

- o Attended 'China-Bangladesh Youth Camp 2017' in Yunnan, China
- o Higher Secondary Certificate Scholarship 2014 (92nd in Dhaka Board)

EXTRA CURRICULAR ACTIVITIES

▪ CLUBBING EXPERIENCE

Organizer and performer, FBS Music Wing

Jan 2016 – Dec 2018

- o Organized multiple events successfully ensured good crowd management
- o Promoted Brand image with the higher performance level through online and offline

Head of Operations, Leo Club

Jun 2018 – Jan 2019

- o Played many responsibilities- team leader, spokesperson, organizer

▪ VOLUNTARY ACTIVITIES

o Backstage Facilitator and VIP management in 'Bengal Classical Music Festival 2016'

▪ TRAINING AND WORKSHOP

- o **Excel Pro 2.0**

Apr– may 2018

Association of Information Systems DU chapter

▪ ART AND CULTURE

- o Professional **Lead Guitarist**, FBS Music Wing

LANGUAGE & PROFESSIONAL SKILLS

- Language: Mother tongue – Bengali. Fluent in Bengali and full working knowledge in English
- Can lead or perform in team, with higher communication and negotiation capabilities
- Can adapt to new situation, make suitable change to fit well in new conditions
- Can think strategically and analytically in difficult situation

COMPUTER SKILL

Full working knowledge in 1. Microsoft Word 2. Microsoft Excel 3. Power Point
Fundamental knowledge in 1. Oracle 2. Python 3. Java

PERSONAL INFORMATION

Fathers Name Late Mobin Khan
Mothers Name: Umme Salma (head of domiciliary affairs)
Date of Birth: 24-03-1996
Passport ID: BB 0094942
Religion: Islam (Sunni)
Permanent Address: 946, East Monipur, Mirpur, Dhaka-1216

REFERENCES

Mr. Masum Uddin Khan
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