

Mohammad Selim Reza

156/16, Matikata (Dewanpara),

Bashantek, Dhaka-1206

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OBJECTIVE

To build my career with an organization which will provide me an opportunity to utilize and develop my creativity, capability, skill and qualifications and to take the challenges. Where I have demonstrated strong managerial skills in the areas of staff management, program operations, planning and implementation, supervision, target achieve and monitoring.

CAREER SUMMARY

I would like to get a position in **Deputy Sales Manager** where I can apply acquired knowledge and collective experience to assist a talented team in **Electro Mart Ltd (KONKA, GREE, DAIKIN)**, with well-rounded experience in managing And supervising the entire operations of Retail. Strong sales support, project management, staff leadership and training skills.

Areas of managerial impact include:

Retail Operations | Dealer Operation | Corporate Operations | Marketing | Promotion | Sales Administration | Training | Supply Chains

PRESENT JOB RESPONSIBILITY

Operational/Professional/Business:

- Direct monitor, visit, plan, report on sales, costs and business performance, according to company requirements.
- Plan and implement advertising and promotional strategy and activities.
- Seek and continuously develop knowledge and information about competitor activity, pricing and tactics, and communicate this to relevant departments in the Company.
- Attend meetings and contribute to company strategy and policy-making as required.
- Develop personal skills and capability through on-going training.
- Analysis showroom sales wise & let down policy for smooth operation.

Management:

- Develop policy & procedures for better performance to reduce damages.
- Plan and implement shop merchandising, layout and customer traffic flow so as to maximize sales & customer satisfaction.
- Supervise selling & customer service activities and staff competence in these areas, to optimize and sustain sales performance, profitability and customer satisfaction.
- Handle costs and overheads, and all factors affecting the profitable performance.
- Administer health and safety, security, and emergency systems, capabilities and staff and customer awareness, according to company policy and relevant law.

Leadership:

- Train and monitor subordinates to understand processes and procedures.
- Manage and motivate staff, train and develop staff, according to company policies and employment laws, and ensure relevant HR procedures are followed.

Innovation:

- Continually seek opportunities to be innovative and increase efficiency.
- Predict and identify trends and dynamics within the external marketplace in relation to Operations and provide recommendations on how to leverage those.

WORKING EXPERIENCE

- Position : **Deputy Sales Manager**
Duration : Since 1st October, 2018 to till the date
Organization : **Electro Mart Ltd**
- Position : **Operation Manager**
Duration : Since 1st January, 2018 to 25th September, 2018
Organization : **Transcom Electronics Ltd**
- Position : **Branch Manager**
Duration : Since 1st July, 2010 to 31st December 2017
Organization : **Transcom Electronics Ltd**
- Position : **Sales Executive**
Duration : January 5th 2008 to 30st June 2010
Organization : **Transcom Electronics Ltd.**
- Position : **Medical Promotion Officer**
Duration : Since 18th March 2005 to 28th December 2007
Organization : **Silva Pharmaceuticals Ltd.**

ACADEMIC ACHIEVEMENT:

- **B.A (Pass) From Govt. Titumir College under National University, 2004 (2nd Class)**
- **H.S.C from Tejgaon College, Dhaka Under Dhaka Board, 1998 (2nd Division)**
- **S.S.C from Bhasantek High School, Dhaka Under Dhaka Board ,1995 (1st Division)**

PROFETIONAL QUALIFICATION:

Certification	Institute	Tropic	Duration
PGDMMB (Post Graduate Diploma in Marketing & Brand Management)	BIMS	<ul style="list-style-type: none">• Marketing Basic• Marketing Analysis• Brand Managment• Digital Marketing	Continue

TRAINING RECEIVED:

Training Title	Topic	Intuition	Location	Duration	Year
"Together we Win"	1. Leadership-Set direction, build an inspiring vision, and create something new 2. "Win" as a team or organization and it is dynamic, exciting and inspiring	In House By: Razib Ahmed	Transcom Training Centre	02 days	2014
Marketing and selling techniques	1. SWOT analysis 2. Sales and selling techniques 3. Marketing tips	In house	"The Westin Dhaka"	3 days	2010

PERSONAL INFORMATION :

Father's Name : Mohammad Abul Kashem
Mother's Name : Mrs. Shamsun Nahar
Date of Birth : 16th Dec, 1980
Permanent Address : 156/16, Matikata (Dewanpara), Bashantek, Dhaka
Religion : Islam
Marital Status : Married
Height : 5 Feet & 9 Inch

PERSONAL STRENGTHS

- Excellent interpersonal skills.
- Positive and professional attitude, committed to excellence.
- Fast learner; quickly incorporate and implement new procedures. Able to work both independently and in groups

COMPUTER PROFICIENCY:

Windows, Microsoft office (Word, Excel, PowerPoint) & Company Software

EXTRA QUALIFICATION:

- Participated in voluntary, cultural and sports activities during academic life.
- Well development oral and written communication skills, and excellent presentation skills.
- Self-motivated, Positive Attitude, good team member, energetic and willing to learn.
- Capable to prepare several business reports and analysis on customer behavior.

KEY FOCUSED AREA:

Advertisement | Brand Management | Market Planning & Strategy | Consumer Behavior and market research.

REFERENCES

Md. Julhaq Hossain
Retail Sales Manager
Electro Mart Limited
Phone:- 01764044244

Md. Shafiur Reza
Head of Retail
Rangs Industries Ltd
Phone:- 01708-159178

I know that all the information provided above is written confidentially.



Signature
Md. Selim Reza