

## **MAZHARUL HOQUE**



+8801710460608



mazharul\_joni@yahoo.com



mazharul-hoque

## **PROFILE**

- 7 years of experience in different multinational companies.
- A quick learner who can absorb new ideas & is experienced in coordinating, planning & organizing a wide range of operational activities.
- Well organized & an excellent team player with a proven ability to work proactively in a complex & busy office environment.

## **TOP SKILLS:**

Teamwork
Quick Learner
Project Management
Situational Leadership

## **Work Experience**

## 1. British American Tobacco Bangladesh

Regional Reporting Officer, Sylhet Region Dec 2013 to till Now



## Job Responsibilities:

- Coordinating with central team for Distributor's Sales & Demand planning.
- Zone/Territory wise performance tracking in terms of Sales and Revenue
- Distributors/Customers ROI analysis.
- Follow up & ensure distributor's credit/outstanding amounts are realized on time as & when required.
- Prepare business contingency plan during strikes and natural disasters.
- ➤ Market Visit to ensure price compliance, monitor consumer engagement activities & Quality Complaint at trade end.
- Target setting for FF's variable salary & continuous monitoring to ensure FF gets maximum incentives.
- Coordinating campaign merchandising & consumer engagement resources for different cycle activities & ensure quality with OTIF delivery.

## **Key achievements:**

- ➤ 3 times Recognized with BATB's most prestigious Recognition Award-"YES" (Your Enterprising Spirit) in 2016, 2018 and 2019 respectively for successfully and efficiently assignment completion.
- 'Outstanding' performance rating for year-long extraordinary work in 2015, 2017,2018 respectively in BATB career so far.

## 2. Tupperware BD Limited

Junior Executive Officer, Dhaka May'2013 to Dec'2013



## Job Responsibilities:

- Processing daily sales orders in DMIS
- Organizing weekly assemblies
- Generating sales report
- Cash Management
- Customer Support
- Updating Weekly Training Database
- Goods Stock Reconciliation

#### **REFERENCES:**

## **Tanvir Rahman Dhaly**

**Head of Operation** 

**BRAC** 

E-mail: tanvirrahman.dhaly@gmail.com

Mobile: +88-01755621715

## Sarajit Baral

Regional Manager, Sylhet Region British American Tobacco BD Ltd E-mail: Sarajit Baral@bat.com Mobile: +8801711437417

## 3. CEMEX Cement BD Limited

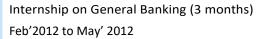
**Customer Support Officer** Jan'2013 to April' 2013



## Job Responsibilities:

- Customer Support through Phone calls
- Creating daily Sales orders in SAP
- Creating Purchase Orders & Product Price set up in SAP
- Bank reconciliation.

## 4. Trust Bank Ltd.





## Job Responsibilities:

- Updating A/C opening forms
- Updating transaction profile of customers
- Inward & outward clearing

## TRAINING SUMMERY

- Training on Record Management & SRM provided by BATB in
- Business Communication Training provided by BATB in 2014.
- Contingency Fund Management training provided by BATB in
- > Training on Leadership organized by BATB in 2016.
- > Training on Salesmanship organized by Briddhi in 2013.
- Professional Skill Development training organized by BRAC University in 2011.

# **Education**

**BBA BRAC University** 

Major in Finance CGPA: 3.38 out of 4 Passing Year: 2012



**HSC** Madan Mohan College

> Concentration: Commerce GPA: 5.00 out of 5.00 Passing Year: 2007

SSC **Urea Sarkarkhana School & College** 

> Concentration: Science GPA: 4.50 out of 5.00 Passing Year: 2005