

**MD. MUNT HASHIR AL MAMUN****ADDRESS:**

HOUSE: 18, ROAD: 08, SEC: 10,  
MIRPUR, DHAKA.

**PHONE:**

+88 01683177715

**EMAIL:**

MUNTHASHIR.MAMUN01@GMAIL.COM

**LINKEDIN:**

[HTTP://LINKEDIN.COM/IN/MUNTHASHIR-MAMUN-70041793](http://LINKEDIN.COM/IN/MUNTHASHIR-MAMUN-70041793)

## **Career Objective**

---

Md. Munthashir Al Mamun is looking for a challenging career, where there is scope for demonstration. Currencies are Ideas; thrive on Imagination & Passion, Rigorous thinking and boundless curiosity, sets levels & standards that exceed expectations. He acquired very good managerial & functional skills through working in both line functions & strategic roles. He already proved himself as an efficient result-oriented sales manager.

To use versatile industrial knowledge & strong sales background as well as skills and work experience that be effectively utilized for increased profitability and business volume by developing a dynamic team.

## **Professional Experience**

---

- 9.2 years' experience in leading MNC and Local Organizations.
- Recently Associated with Japan Tobacco International (UDTCL) As Area Sales manager of Savar and was looking after a bigger part of the business.
- Previously associated with BSRM, Akij Corporation Ltd, Japan Tobacco - DTI, Four Points by Sheraton, Hotel Asia Pacific and Friends & Co.
- Successfully managed business operations as well as achieved year on year growth in business and revenue targets across assignments.
- An enterprising leader with proven dexterity in leading and directing personnel toward accomplishment of corporate goal.
- Highly organized, committed and decisive leader with exceptional communication and interpersonal skills.

## **Core Competencies**

- A functional expert in **Sales & Distribution**.
- Invented Alternative distribution hub in this pandemic Situation.
- **Successfully launched Four New Brands.**
- **Expert in Route to Market Work.**
- **Created extra 32 Routes to expand business of JTI without increasing Vehicle allocation.**
- Strategic Planner.
- People management.
- Stress tolerance/pressure management capacity.

**Japan Tobacco International**

**March 18, 2019 – September 30**

**Area Sales Manager - Savar Area, Dhaka Region**

- This is a Field based & strategic leadership role to develop a strong & finest sale & distribution channel in Savar Area, which align with business goal.
- Ensure availability and visibility of product in retail.
- Piloted the automation project in Savar Area.
- Establishing New Brands.
- Maintain Product freshness.
- Increasing business opportunities through various routes to market.
- Monitoring team's performance and motivating them to reach targets.
- Stop bad practices by terminating the alleged conspirators.
- Lead the RTM project in my Area.
- Lead the Rural distribution project.
- Turn Manpower in to resource.

**Bangladesh Steel Re-Rolling Mills Ltd (BSRM )**

**January 01, 2018 to March 17,2019**

**Executive – Dhaka Corporate Office**

- Responsible to maintain Corporate Accounts (**B2B**).
- Find out business perspective with all possible business Accounts.
- Project details maintain by preparing Call Report
- Aging Maintain & Payment Collection on time.
- Proper monitoring supply chain activities (From plant to the project side).
- **To coordinate all promotional and corporate activities on behalf of Regional In charge if needed.**
- **LC Procedure.**

**Dhaka Tobacco Industries (ACL)**

**April 01, 2017 – November 30, 2017**

**Territory Officer: Sylhet Area**

- Responsible to effectively utilizing the sales force of more than 200 direct and indirect reportee.
- **Finding clusters as per the consumers variation and proper segment planning for executing as per consumer demand.**
- Manage the direct reports (Operational In-charges and Zone In-charges) to ensure the company operation in **5 distribution points** across Sylhet district.
- Ensure follow up and accountability of depot and distribution point operation through Depot In-charges and Store Keepers.
- Prepare monthly territory sales and operational execution plan and KPIs to ensure business growth and expected market share.
- Analyze in market activities to find the improvement scopes and drive for success.
- Effectively utilize the brand building resource like Market Developers, Brand Reps to ensure awareness and trial among the adult smokers.
- Time to time evaluation of Depot and distribution point ROI to ensure sustainability of the business in long term

**Japan Tobacco – DTI**

**July 13, 2016 – March 31, 2017**

**Field Operations Officer- Narayangonj Area, Dhaka Region:**

- Ensure effective in market sales and distribution to meet company objectives.

- Territory sales development planning, trade- marketing activity execution.
- Explore alternate channel development opportunities.
- Analyze competition activities and on-Hand resources which lead initiatives to ensure sales staff meets or exceeds goal.
- Work with sales teams to build and cultivate relationships with retailers.
- Zone wise Sales Growth ensure.
- Identify sales best practices and implement process improvements to increase productivity and efficiency.

#### **Four points by Sheraton, Dhaka. Gulshan**

##### **Guest Service Agent-GSA:**

**February 15, 2014 – July 12, 2016**

- Greet Arriving Guests, assign rooms, issue keys, and collect guest payment and billing information. Answer guest requests for assistance and coordinate with housekeeping, bell service, staff and management to fulfill guest requirements.
- Provide guests with access to hotel services, forward in-room meal requests, and ensure that mail, faxes and packages are delivered in a timely manner.
- Dealing with irate guests & find ways to resolve issues to the guest satisfaction.
- Responsibly handle bookkeeping duties, including maintaining a cash drawer, preparing bank deposits and posting charges for items that guests may order or use during their stay.
- Upon checkout, calculate the guest's final bill and collect payments.
- Doing the night audit as day close.

#### **Hotel Asia Pacific**

##### **Front Office Executive:**

**August 01, 2013 - January 31, 2014**

- Answering Phone calls from guests to make or cancel hotel reservations.
- Greet arriving guests, assign rooms, issue keys, and collect guest payment and billing information. Answer guest requests for assistance and coordinate with housekeeping, bell service, staff and management to fulfill guest requirements.
- Doing the night audit as day close.

#### **Friends & Co.**

##### **Marketing Executive:**

**July 01, 2010 - April 30, 2012**

- Assist employers with analyzing advertising campaigns and monitoring brand quality.
- Monitoring the reactions of customers and retail outlets to new products and brand initiatives.
- Overseeing several subordinate employees. Travel extensively in order to prepare new store openings.
- In charge of branding and marketing of new products.
- Public relations- branding or public relations participation of partner organizations like stores or non-profit charities.

#### **Career Attainment:**

- Certificate of Appreciation from **Hotel Manager of Four Points by Sheraton**, Gulshan, Dhaka.
- Best Employee of the Month on August 2015 in **Four Points by Sheraton**.
- Best Task Force Team awarded by **JTI – DTI management** on 2017.

## Training:

---

**Topic: Front Office:** **May 01, 2012 - July 31, 2012**  
**Institute:** UPDATE (Sister Concern of Unique group)

**Topic: Front Office (Industrial attachment) :** **November 01, 2012 - May 31, 2013**  
**Institute:** The Westin Dhaka

**Topic: Starwood One (All Hotel business related training)**  
**Organization:** Four points by Sheraton, Dhaka. Gulshan

**Topic: Territory Distribution and Outlet management.** **July 15 & 16, 2017**  
**Organization:** Akij Corporation Ltd.

**Topic: Presenting with Confidence** **November 05, 2019**  
**Organization:** Japan Tobacco International.

**Topic: Building High Performance Team**  
**Organization:** LinkedIn

## Computer knowledge & Language proficiency

---

- Sound knowledge in MS Windows, Word, Excel & PowerPoint.
- Fluent in **English, Bengali & Hindi.**

## Academic Credential:

---

- **Masters of Business Studies (MBS).** Major in Management from Dhaka College. Passing Year 2010 (2<sup>nd</sup> class).
- **Association of Certified Chartered Accountant (ACCA)- Part-1,** Registration No- 2162025
- **Bachelor of Business Studies (BBS).** Major in Management, Passing Year 2009 (2<sup>nd</sup> Class).
- **Higher Secondary Certificate (HSC),** Dinajpur Government College, Passing Year 2005 (A Grade).
- **Secondary School Certificate (SSC).** Dinajpur Zilla School, Passing Year 2003 (A Grade).

## Reference:

---

**Dr. Mizan Siddiqi**

President & CEO

Public Health Service and Solutions

Cell: 01823008656

**S.M Reza E-Rabby**

Regional Sales manager

Japan Tobacco International

Cell: 01755543959

I, the undersigned, confirms that, to the best of my knowledge and belief, this resume correctly describes my qualification and myself.



---

**Md. Munthashir- Al Mamun**

---