



## MAZHARUL HOQUE



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[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

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Mobile: +88-01755621715

### Sarajit Baral

Regional Manager, Sylhet Region

British American Tobacco BD Ltd

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## 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.

Internship on General Banking (3 months)

Feb'2012 to May' 2012



### 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 2014.
- Business Communication Training provided by BATB in 2014.
- Contingency Fund Management training provided by BATB in 2015.
- 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