

## **Kazi Mohammad Zia Uddin**

### **Contact Address:**

Holy House, House-130, Road-5, Level-3,  
Journalist R/A, Pallabi.  
Dhaka – 1216.  
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### **Career objectives:**

To work in the **Marketing/corporate Marketing** sector of different local and multinational companies in Bangladesh and grow rapidly with increasing responsibilities.

### **Work experience**

1. **Designation:** Senior Executive Officer (Business Development and Strategic Planning)  
**Date of joining:** 03/01/2018 (Appeared)  
**Location:** H-117, R-1, Avenue -1, Mirpur DOHS,Dhaka -1216  
**Organization:** Prevalent Technology Ltd

#### **Job responsibilities:**

- Generate turnover from target corporate customers
- Promote the brand amongst corporate segment of the sales channel
- Achieve monthly sales target and ensure smooth recovery of accounts receivables
- Evaluate business growth towards maintaining and achieving the target
- Maintain liaison with existing as well as prospective corporate customers
- Maintain appropriate customer engagement techniques proactively to gain mutually beneficial results
- Conduct monthly reports on target sales and receivables' recovery to management
- Source customer database from various sources for marketing.
- Maintain customer data base and credit tracking
- Train and develop the junior colleagues
- Develop and execute marketing plan
- Monitor Marketing team.

2. **Designation:** Direct Sales Officer (DSO)  
**Duration:** From 01/08/2016 to 02/01/2018.  
**Location:** Zaman Court (5th floor), 45/Dilkusha C/A, Dhaka-1000  
**Organization:** ONE Bank Ltd.

#### **Job responsibilities:**

- To find potential clients for credit cards and prepaid Hajj Cards and give them proper Banking service.

**Education:**

Degree and Duration	Institution	Board	Passing year	Group/Major	Result
Bachelor of Business administration (BBA) – 4 years	Atish Dipanakar University of Science and Technology	N/A	2014	Finance	3.89 off 4.00
HSC – 2 Years	Noakhali Govt. College	Cumilla	2009	Business Studies	3.60 off 5.00 (Excluding 4 <sup>th</sup> subject)
SSC – 2 Years	Eklashpur High School	Cumilla	2007	Business Studies	4.13 off 5.00

**Skills:**

Office Application	Software	Workshop and others
<ul style="list-style-type: none"> <li>MS Excel (Certified)</li> <li>MS word (Professional level)</li> <li>MS Power Point (Professional level)</li> </ul>	<ul style="list-style-type: none"> <li>Google Analytics</li> <li>ERP 9</li> <li>Quickbooks</li> </ul>	<ul style="list-style-type: none"> <li>MS Excel training conducted by Tanjim Raihan</li> </ul>
Language skills:	Soft Skills:	Certification
<ul style="list-style-type: none"> <li><b>Native</b> – Bangla</li> <li>Fluent in English speaking</li> <li>Full knowledge in professional writing</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Presentation</li> <li>communication Skills</li> </ul>	<ul style="list-style-type: none"> <li>Bd jobs – AMCAT (India) Employability certification - Marketing</li> </ul>

**Personal Details:**

Father's Name:	Kazi Md. Main Uddin
Mother's Name:	Lutfun Naher Main
Permanent Address	Holding: Lal Mia Kazi Bari vill: Eklashpur P.O: Eklashpur Bazar – 3800 Begumgonj Dist: Noakhali.
Nationality:	Bangladeshi
Date of birth:	2 <sup>nd</sup> January, 1991
Religion:	Muslim (Sunni)
Gender:	Male
Marital Status:	unmarried

**References:**

<b>Mohammad Munirul Haque</b> Assistant Vice President and Head of card sales ONE Bank Ltd Card Division 45/dilkusha, Dhaka-1000. Cell No: 01713-310477 Email: <a href="mailto:munirul.haque@onebank.com.bd">munirul.haque@onebank.com.bd</a>	<b>Md Rezaul Karim</b> Assistant Professor Atish Dipankar University of Science and Technology. Permanent campus, Uttara, sector-14 Dhaka-1230. Cell No: 01911-917676 Email: <a href="mailto:rezaul.karim00@gmail.com">rezaul.karim00@gmail.com</a>
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**Signature**