

# Manaf Uddin

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*With over 10 years of experience in sales and my natural marketing skills, I can be an asset to the employer and the company. I am organized and detail-oriented, and, with my superior work ethic, I strive to add value and be valued.*

## PROFESSIONAL EXPERIENCE

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**HNB REAL ESTATE**

**DUBAI**

*May 2023- present*

**Property advisor**

- Assisted clients in the purchase and sale of residential properties, ensuring smooth transactions.
- Conducted property showings and open houses to attract potential buyers.
- Prepared detailed property listings and marketing materials to showcase listings effectively.
- Collaborated with other agents, brokers, and industry professionals to expand network and knowledge

**Midnight Dhaka,**

**Dhaka**

Customer Service Operations Manager

*July 2022 -*

*Apr2023*

One of the busiest and bustling restaurants in town, my primary work here is to manage overall operations and recruiting. My sole responsibilities covered:

- Managing and overseeing operations and daily affairs.
- Addressing and taking care of customers and maintaining customer relations and hospitality.
- Carrying out the entire recruitment process.

**Bangladesh Cloud Kitchen**

**Dhaka**

Operations Manager

*Nov 2021-may*

*2022*

As the operations manager, I served here for 6 months on a contract and was responsible for building up everything from the ground up. This was especially heady for me as I was very new in the F&B Business. There, I

- Served as an operations manager for the branch.
- Performed inventory management, ordering-reordering, marketing, and sales.
- Conducted training, recruiting, and management of staff and personnel.

**Ramim Trading Company**

**Dhaka**

Sales Manager

*Jan*

*2016-may*

*2021*

As the sales manager, I was able to utilize my inherent skills and the tricks of the trade I had learnt over the years to polish and step up with my negotiating and customer handling game. There, I

Continued in page 2

- Successfully increased sales and overall profits of the company within a remarkably short time span.
- Introduced new products to clients across 25 countries from various brands.
- Increased revenue by 43% in 2 years and 120% within 3 years.
- Mastered the subtle intricacies of negotiating with clients.

### **Razia Communication**

Assistant Sales Manager

**Chittagong**

*Feb 2012–apr*

*2014*

As an assistant manager, I was responsible for creating new marketplaces and expanding the business. Also I managed to substantially increase the overall sales in the company. There, I

- Successfully increased sales, conducted research, and expanded the business significantly.

### **Razia Communication**

Sales and Marketing Executive

**Chittagong**

*Jan 2010–Jan*

*2012*

This was the starting point of my career. I joined here as a fresher and after 2 years of hard work and dedication, I got promoted. There, I

- Worked and collaborated with a team of sales men and marketers to showcase and highlight our new products and offers to customers.
- Distinguished between my formal education and the real business world.

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## **Additional Skills**

### **Core competencies:**

- Customer Relationship Management
- Sales and Marketing
- Operations management
- Administrative Assistance
- PR
- Written and Verbal Communication
- Problem solving and decision making
- Leadership and Teamwork
- Basic Computer skills

### **Language skills:**

- English (Fluent)
- Bangla (Native)
- Hindi (Full working proficiency)
- Urdu (Full working proficiency)

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## **Education**

### **Islamic Open University**

Diploma in Islamic Studies

*January 2023 to present*

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