



Khaleed Bin Saifullah

To start my career with an organization where I can excel the development and success of the company along with my individual growth through my talents, skills, leadership, team work, perseverance and dedication.



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Professional Experience

Marketing Executive , Dekko Accessories Ltd

Feb 10, 2022 – Present

- Visit customers, create inquiries, quote business proposal to prospective customers.
- Report and develop action plans for development of new customers.
- Developing & Maintaining Relationship with the customers.
- Sample development for the customers.
- Collect order from Garments & Buying house.
- Follow up order to the factory.
- Follow up LC & Documents.
- Ensuring after sales service to satisfy the customers.

Officer , Touriffy Travels

Sep 1, 2019 – Nov 10, 2021

- Dealing with the customers & ensuring high quality customer service.
- Providing Customers with adequate Information's.
- Ticket reservation.
- Ensuring after sales service.
- Developing & Maintaining Relationship with the client.
- Maintaining an accurate record of all existing and potential clients.

Client Service Executive, Edge Architects

Jan 1, 2019– Aug 30, 2019

- Cultivating solid relationships with clients through the provision of exceptional after-sales service.
- Creating a positive onboarding experience for new clients.
- Regularly interacting with clients through telephone calls, email communications, or face-to-face meetings.
- Maintaining an accurate record of all existing and potential clients.
- Responding to client inquiries in a timely and professional manner.
- Ensuring that the correct terms of sale are entered into the client database to prevent avoidable billing issues.



Educational Qualification

BBA
Bachelor of
Business
Administration



International University of Business Agriculture and Technology (IUBAT)
Major: Marketing
CGPA: 3.30 (Out of 4.00)
Year of Passing - 2019

HSC
Higher
Secondary
Certificate



BAF Shaheen College Dhaka
Group: Business Studies
GPA: 4.50(Out of 5.00)
Year of Passing - 2014



Skills

- Client Servicing
- Planning & Execution
- Social Media Management
- Leadership
- Interpersonal Communication
- Teamwork
- Flexible & Quick Learner
- Negotiations
- Multi-Tasking Ability



Honors & Awards

- Best Performer of the Year (2023) (Dekko Accessories Ltd)
- Employee of the Month (May 2024) (Dekko Accessories Ltd)



Computer Skills

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Creator Studio
- Google Word, Excel, PowerPoint, Form



Workshop & Training

- Professional Training on “SPSS & Business Excel” organized by the technical training unit of IUBAT University.
- Workshop on “The Fundamentals of Digital Marketing” organized by IUBAT University.
- Workshop on “Cyber security and risk of using social media” organized by IUBAT University.



References

Md. Sajjad Hosen
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