



# 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 inquires, 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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