

Syed Ashikur Rahman Rial

Address: Flat no B/5 Rangs Eskation Tower

37 new Eskaton road, Ramna, Dhaka

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Career Objective:

To take a challenge that provides me with the opportunity to contribute my experience potentialities and enthusiasm and explore my career to more dynamic profession.

Employment History:

Experience: (01) September 03, 2018 to March 10, 2020.

Suzuki, Japan Bike City

Company Location: Baipail, Savar

Designation: Executive

Department: Sales & Marketing

Duties/Responsibilities:

- Identify and coordinate effectively apt resources to exploit opportunities.
- Head responsibility to maintain updated products and services knowledge.
- Maintain detailed understanding of products, promotions, company and industry by continued education, training and self-learning.
- Utilize solid communication skills to maintain account relations and enhance sales within designated region.
- Enhance subscriber activations through effectual working with Area Sales Manager to determine and prepare prospective impact accounts.
- Consult and recommend existing dealers about utilization of marketing partners with sales and training tools for business expansion.
- Process orders of dealer product and resolve prospective issues acquired on time.
- Update and maintain proactively accounts through out-bound call along with e-mail initiatives.
- Collect information related to market and competitive and present same to sales management as well as staff.
- Ensure to make cold calls to prospective customers.
- Develop and manage strong professional relationships with existing and potential customers.
- Ensure to provide exceptional customer service.
- Maintain and update apt records and organize work environment suitably.
- Establish in exciting environment new sales opportunities.
- Manage and oversee every aspect of sale inclusive of components procurement, sourcing and quoting etc.

Experience: (02) June 02, 2016 – August 05, 2018

Celltron Electro Manufacturing Services Ltd.

Company Location: Norda, Bosundhara R/A, Dhaka.

Designation: Junior Executive

Online News Portal & Page Maintenance

Duties/Responsibilities:

- Analyze and collect information through various modes such as personal interviews and news briefings to prepare news reports.
- Monitor daily events locally, nationally and internationally and assist others to gather current events.
- Prepare reports to keep the public informed about daily happenings.
- Coordinate with news editor and fellow reporters to develop story ideas for report writing.
- Maintain relations with all news sources on daily basis to develop story ideas and compile appropriate reports.
- Perform research and write international, local and national news.
- Analyze and ensure accurate and crisp news reporting to avoid ambiguity and redundancy.
- Collaborate with news editor to improve story presentation.
- Work in assigned beat areas once every week to gather all local news.
- Coordinate with graphics department to obtain visual elements for each story with appropriate photos or graphics.
- Manage staff photographers for all reports of local events.
- Develop breakout boxed for each story to emphasis lead points.
- Administer all news writing to meet deadlines.
- Attend weekly desk meetings and staff meetings to keep abreast of company policies and requirements.
- Maintain knowledge on latest events and news to obtain news coverage of important and pertinent issues.

Academic Qualification:

- **Bachelor of Business Administration (B.B.A)-2019**
Management
National University
Adamjee Cantonment College
CGPA-2.73
- **Higher Secondary Certificate (H.S.C) -2013**
Business Studies
Jhalokhati Govt.College
Barisal Board
GPA-4.30
- **Secondary School Certificate (S.S.C)-2011**
Humanities
Kirtipasha P.K Secondary High School
Barisal Board
GPA-3.94

Training Summary:

Title : Certificate Course on Computer
Institute : Classic IT

Computer Proficiency:

- Microsoft office(Word, Excel, Outlook, Power point, Internet Browsing and ERP software)
- Internet Navigation.
- Have a command over Bengali & English in both writing and speaking.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details:

Father's Name : Syed Tipu Sultan
Mother' Name : Josna Begum
Date of Birth : Jan 02, 1995
Permanent Address : Vill: Adhokathi, Post: Kirtipasha,
P.S: Jhalokathi Sadar, Dist: Jhalokhati.
Present Address : Flat no B/5 Rangs Eskation Tower, 37 new Eskaton
Road Ramna, Dhaka.
Religion : Islam (sunni)
Marital Status : Unmarried
Nationality : Bangladeshi (by birth)
National ID Card No : 9562528589

Reference (s):

Reference (01)

Syed Zakir Hossain

First Secretary (Tax appeal & Exemption)

National Board Of Revenue (NBR)

Bangladesh.

Mob: +8801711966939

Reference (02)

Sheak Mohmmad Fauzur Mubin

Managing Director

Celltron Electro Manufacturing Services

Ltd.

Mob:+8801721430922

I am undersigned, hereby declare that I will be responsible for any wrong information provided here.

Signature



Syed Ashikur Rahman Rial

Date: