

## Curriculum Vitae

### Md. Muklesur Rahman Khan

Flat – 7B2, Tower – 6, Suvastu Nazar Valley, Gulshan - Dhaka.

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<b>Objective</b>	To pursue a challenging job in an esteemed organization where I would discharge my knowledge, experience, skills and abilities with full sincerity and integrity.	
<b>Area of Expertise</b>	<ul style="list-style-type: none"> <li>▪ Business Development</li> <li>▪ Outdoor/Branding</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sales &amp; Marketing.</li> <li>▪ Client Service.</li> </ul>
<b>Professional Experience</b>	<p><b>Assistant Manager– Sales &amp; Marketing [From October 2019 to Continue]</b> TOTAL PLUS LTD [ Private Company ]</p> <p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Search new clients for new business opportunities &amp; fulfill sales target.</li> <li>▪ Creative consolation with clients for different type of advertisement.</li> <li>▪ Day to day contact with client, taking instructions &amp; act according the instruction.</li> <li>▪ Generate invoices, raise work orders &amp; make quotation for clients.</li> <li>▪ Planning and organizing for different marketing activities</li> <li>▪ Sourcing the available marketing opportunities.</li> <li>▪ Maintain liaison with different vendors.</li> <li>▪ Ensure &amp; distribute promotional materials in the planned territory.</li> <li>▪ Manage &amp; prepare different reports, database, contact &amp; files.</li> <li>▪ Any other responsibility assigned by management time to time.</li> </ul> <p><b>Sr. Account Manager - Marketing [From June 2015 to July 2018]</b> Vision Communication . [Advertising Firm]</p> <p><b>Duties &amp; Responsibilities:</b></p> <p><u>Media &amp; PR:</u></p> <ul style="list-style-type: none"> <li>▪ Develop &amp; implement strategic Media &amp; PR programs to create brand awareness.</li> <li>▪ Evaluate &amp; report on the impact of media activities through regular media monitoring.</li> <li>▪ Keep relation to develop contacts with different media &amp; media professionals.</li> <li>▪ Media booking in different media for different event.</li> <li>▪ TVC/RDC making &amp; scheduling.</li> <li>▪ Invite press people for press conference &amp; time to time follow up.</li> <li>▪ Make press releases, send &amp; follow up with media for publish &amp; collect the press release.</li> </ul> <p><u>Event:</u></p> <ul style="list-style-type: none"> <li>▪ Make plan &amp; organize different event &amp; activation for client, outdoor &amp; branding.</li> <li>▪ Prepare &amp; monitor Event calendar, program plan &amp; check list for any event.</li> </ul> <p><u>Support:</u></p> <ul style="list-style-type: none"> <li>▪ Maintain liaison with different vendors.</li> <li>▪ Ensure &amp; distribute promotional materials in the planned territory.</li> <li>▪ Manage &amp; prepare different reports, database, contact &amp; files.</li> <li>▪ Any other responsibility assigned by management time to time .</li> </ul>	

<b>Academic Qualification</b>	<ul style="list-style-type: none"> <li>▪ <b>MBA</b> [Major in Management] [Year: 2009] Institution: <b>Northern University Bangladesh</b>. Dhaka Campus.</li> <li>▪ <b>BBA</b> [Major in Management] [Year: 2008] Institution: <b>Northern University Bangladesh</b>. Dhaka Campus.</li> <li>▪ <b>HSC</b> [Commerce Group] [Year: 2003] Institution: Nasirabad College, Mymensingh.</li> <li>▪ <b>SSC</b> [Commerce Group] [Year: 2002] Institution: <b>Mymensingh High School, Mymensingh</b>.</li> </ul>		
<b>Skills Summary</b>	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Have ability to converse and able to build up good relation with people.</li> <li>• Efficient in all official and business correspondence.</li> <li>• Proficient in presentation &amp; capable of writing and editing business reports.</li> </ul> <p><b>Interpersonal:</b></p> <ul style="list-style-type: none"> <li>• Have ability to work under pressure &amp; work in group or alone in any situation.</li> <li>• Have promptness to work &amp; take decisions for problem confidently under strain.</li> <li>• Have a high energy level &amp; self-motivation and always respond willingly to any new assignment.</li> </ul> <p><b>Organizational:</b></p> <ul style="list-style-type: none"> <li>• Having good sense of sales &amp; marketing any product.</li> <li>• Have strong competence about advertisement, branding &amp; promotion.</li> <li>• Professionally handle client service management.</li> <li>• Capable to develop new business with existing and new client.</li> </ul> <p><b>Computer:</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Windows &amp; Office, Internet Browsing &amp; E-mail corresponds.</li> </ul>		
<b>Personal Information</b>	<ul style="list-style-type: none"> <li>• Father's Name: Md. Minhaj Uddin Khan</li> <li>• Mother's Name: Khyran Necha</li> <li>• Date of Birth &amp; Place: 02-12-1985, Mymensingh</li> <li>• Marital Status: Married</li> <li>• Nationality: Bangladeshi (by birth)</li> <li>• National ID card No: 6125219248533</li> <li>• Interest: Listening music, Reading book, watching Television &amp; traveling</li> </ul>		
<b>Reference</b>	<table border="0"> <tr> <td data-bbox="292 1252 986 1505">           Engr. Md. Delwar Hossain            B.Sc. Engineer (Civil), BUET            Executive Engineer            Education Engineering Dept.            Ministry of Education            Mymensingh Zone, Mymensingh            Cell: 01713-527572         </td> <td data-bbox="986 1252 1533 1505">           Abdul Karim Sujon            Proprietor            Vision Communication.            Ministry of Education            Gulshan 2, Dhaka            Cell: 01711-931873         </td> </tr> </table>	Engr. Md. Delwar Hossain B.Sc. Engineer (Civil), BUET Executive Engineer Education Engineering Dept. Ministry of Education Mymensingh Zone, Mymensingh Cell: 01713-527572	Abdul Karim Sujon Proprietor Vision Communication. Ministry of Education Gulshan 2, Dhaka Cell: 01711-931873
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### **STATEMENT OF INTEGRITY**

I am Md. Muklesur Rahman Khan endorse that the provided information in this curriculum vitae is complete and correct.



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**Md. Muklesur Rahman Khan**