

Resume of
Md. Motasim Billah
BBA, MBA

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Career Objective and summery-

Looking for a prospective organization where I could enhance my knowledge and experience on legal & Professional aspects while working with experienced person. I will develop myself as a dynamic employee so that I can be useful and key benefactor to my employer's success.

Key Specialties: **ERP, MSOffice** ([Annexure-1](#)) Preferred designation: Asst.Manager,
Sales Division

Experience: **4 Year 6 Month** Marketing& sales

Academic Background

MBA	Master of Business Administration (MBA) Major in Management Jagannath University Result: 3.19 (Out of 4.00) Year 2017
BBA	Bachelor of Business Administration (BBA) Major in Finance & Banking Dhaka International University Result: CGPA 3.66 (Out of 4.00) Year-2014
HSC	Higher Secondary Certificate (HSC) Business Studies Group Rajshahi Govt.City Collage Result: GPA 3.60 (Out of 5.00) Year- 2009
SSC	Secondary School Certificate (SSC) Science Group (10yearSchooling) Taherpur High School, Rajshahi Result: GPA 4.31(Out of 5.00) Year- 2007

Professional Experience

02 August 2018 to President

Organization : **NITOL- NILOY GROUP (NITOL MOTORS LTD.)**
NITOL CENTER 71, Mohakhali Commercial Area Dhaka-1212

Position : Sr. Officer (Sales Division)

Responsibilities :
Prepare of Quarterly Strategic Plan. Prepare product branding plan. Achieve company's sales target set by the management and prepare periodic statement accordingly. Coordinate with service department to provide smooth and quality services to the clients Collect market information and develop market for new product lines. Organize field demonstration, operator training program for new products.

27 July 2016 to 31th July 2018

Organization : **RUNNER AUTOMOBILES LIMITED**
138/1, Tejgaon Industrial Area, Dhaka-1208

Position : Executive (Sales Division)

Responsibilities : Managing the sales process for new prospects, from initial contact through to closure. Dealing with customer inquiries face to face, over the phone or via email. Working closely with the marketing team to produce any sales collateral required for the target market. Assist in after sales service with Workshop service. Maintains accurate records of all competition pricing, sales and activity reports. Controls expenses to meet budget guidelines.

11th January 2015 to 25th July 2016 (1 year 6 months)

Organization : **BRAC BANK LTD.**

Position : Executive (Contractual)

Responsibilities : Achieve set targets to ensure profitability of the organization, Ensure of the account opening. Coordinate with relevant departments For customer service. Provide friendly and responsive customer service by using skills for excellent customer service.

Language

Language	Understanding	Speaking	Listening
Bangla	Fluent	Fluent	Fluent
English	Fluent	Proficient	Proficient user
Hindi	Fluent	userFluent	Beginner

Computer Skills

Microsoft Office:

Expert user of MS Word, Power Point and MS Excel

ERP: Oracle Applications

Personal Information

Name : Md Motasim Billah
Address : Holding No: 81/3, Taherpur, Bagmara, Rajshahi.
Phone no. : 8801737055626
Nationality : Bangladeshi.
Date of birth : 10th June, 1992.
Gender : Male.
Fathers Name : Md. Alamgir Shah
Mothers Name : Mst.Shahida Begum
Mailing Address : House #135(3rdFloor) Snehaloy, Islambagh
Rangpur Sadar, Rangpur-5400
Email : smmotasim@gmail.com
Face book Profile : Motasim Billah Sohan

Reference

Md. Joynal Abedin

Sr.District Sales Manager
Renata Limited.
Turag Depot.House-39, Road-6, Block-C
Turag Thana Road,Dhour, Turag, Dhaka
Cell: 8801833324685

Md. Belal Hossain

Manager,Supply Chain
Healthcare Pharmaceuticals limited
Probashi,Kallyan,Bhaban
Cell: 01977-157900

Declaration

I, Md. Motasim Billah, declare that to the best of my knowledge and belief,these data correctly describe my qualifications and me.

S/D

Summary of Skill and Experience (Annexure-1) [\(BacktoCV\)](#)

As Executive (Marketing & Sales)

Marketing & Sales works

- Managing the sales process for new prospects, from initial contact through to closure.
- Dealing with customer inquiries face to face, over the phone or via email.
- Working closely with the marketing team to produce any sales collateral required for the target market.
- Assist in after sales service with Workshop service.
- Maintains accurate records of all competition pricing, sales and activity reports. Controls expenses to meet budget guidelines.
- Responsible to build relationship approach to the prospective customers.
- Responsible to other duties as assigned by the management from time to time.

As Financial works

Preparing Standard Operation Procedure (SOP)

: Through out my career I learned and performed following activities relating to prepare and implement SOP:

- Consult with management to prepare SOP for different processes.
- Standardize existing processes
- Analyze the most effective control mechanism in a process and advise management to incorporate it in the SOP
- Suggest appropriate diagram for specific SOP and provide advisory service to implement them.
- Train personnel to cope with new Standardized operation procedure.

As Executive (Marketing & Sales)

Marketing/ Sales works

- Achieve set targets to ensure profitability of the organization.
- Ensure daily reports are done accurately and on timely basis.
- Ensure of the Account Opening and Sales of Liability products.
- Ensure service delivery without hampering the normal business course.
- Handling customer complaints in a positive manner and converting complaints into service improvement opportunities
- Coordinate with relevant departments for customer.