

Date: 13 June, 2021

Recruiting Manager
Bangladesh Honda Pvt. Ltd.
Dhaka, Bangladesh.

Subject: Application for the position of "Assistant – Sales Admin"

Dear Sir,

I am attaching my candidature for the position of 'Assistant – Sales Admin' which appeared at the www.bdhonda.com website. My experience and educational background complies with the requirements that you claimed for the position. Beside that I also have a driving license.

I have 3 months (internship) of working experience in the sales and marketing department of ceramic industry where I got the opportunity to have hands-on experience in customer interaction and analyze the market trends to execute the strategies in order to support sales growth.

As a human being, I am a proactive, quick learner with built-in leadership abilities and passionate sales player. I am a balanced multi-tasker who has a strong skill of problem solving and stress management. I am a team player but can also work independently in any circumstance. My multicultural personal exposures have given me a flexible yet enduring personality to contribute to and learn from any environment. I am very enthusiastic about exploring my opportunities in your organization. I am confident that my expertise, skills and qualities will positively contribute to quality operations in your organization. To achieve the organizational goal, I can work at any time regardless of short notice.

Thank you for considering my application, I would welcome your response and look forward to hearing from you soon. For any further inquiry, I am available on both my contact number and e-mail.

Sincerely,
Taushif Islam
Mobile:0193636323400
Email: taushifakash14@gmail.com



TAUSHIF ISLAM



CONTACT

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Bashundhara R/A, Dhaka



OBJECTIVE

To work in marketing and sales sector of Honda Bangladesh Private Limited where I can get opportunities to work under professionals in order to learn new things and improve myself. I also want to contribute my skills and market knowledge to ensure the organizational goal.



EDUCATION

BBA
2015-2020

NORTH SOUTH UNIVERSITY

- Major in Marketing
- CGPA: 2.71

HSC
2014

SHAHID SYED NAZRUL ISLAM COLLEGE, MYMENSINGH

- Science
- GPA: 4.80

SSC
2012

NANDINA M.H.K. GOVT. PILOT HIGH SCHOOL, JAMALPUR

- Science
- GPA: 5.00



ACADEMIC WORK & PROJECTS

Consumer Behavior (MKT 344)
Instructor: Farzana Chowdhury

Created business model for car servicing app 'Hellocars'

Work done -

- STP strategies
- Consumer Behavior Model

International marketing (MKT382)
Instructor: Riasat Amir

Pathao in India (International Marketing plan)

Work done -

- Situational and cultural analysis.
- Market entry strategies.

Sales Management (MKT 445)
Instructor: Quadrat-e-Ilahi

Analyzed the market and sales of Runner Motorcycle

Work done -

- Marketing Mix
- Financial Analysis

Digital Marketing (MKT 330)
Instructor: Efaz Noman

Promoted "amrtoolbox.com" in digital platforms.

Work done -

- Situational and PESTLE analysis
- Budgeting for E-promotion.



EXPERIENCE

2020	●	Internship (Sales and Retails Branding) Monno Ceramic and Industries Limited
2018- On going	●	Owner and founder "His and Her Collection."
2018-2019	●	Worked for Kazi printing & accessories and Hsenid Biz as a freelancer.



SKILLS

SOFT SKILLS	●	<ul style="list-style-type: none">AdaptabilityTeamwork and CommunicationAbility to work under pressurePresentation
TECHNICAL SKILLS	●	<ul style="list-style-type: none">Microsoft OfficeSPSS(Basic)
LANGUAGE SKILLS	●	<ul style="list-style-type: none">English – writing, reading and speakingBengali – writing, reading and speakingHindi - speaking



EXTRA CURRICULUM

2018-2019	●	Served NSU HR Club as General Member
2017-2020	●	Played for North South University cricket team
2019-2020	●	Ex General Member of JCI (Dhaka South)
2017-2020	●	Played for Kazi Kings and Team Stylop in corporate cricket



INTERESTS

- Travelling
- Cricket
- Internet Browsing
- Social work



REFERENCE

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Mohammad Abdul Kadir

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