



### Profile

I am Sales personnel with 10+ years' professional experience. I hold an MBA in Marketing. I am looking for the opportunity to advance to a Management position where I can use my skills in developing strategies and leading a team.

### Key Points

- 10+ Years Working Experience
- MBA (Marketing)
- Target Oriented
- Willing to Travel
- Instant and Accurate Working Ability
- Positive and proactive in nature
- 10+ Professional Training Completed
- willing to work anywhere in Bangladesh

### Prof. Skills

- Excellent Interpersonal Relation Buildup
- Conflict Resolution
- Good Communication Skill in English
- Product knowledge
- Sales Planning
- Team Building
- Team Working
- Channel Development
- Negotiation & Presentation

### Digit. Skills

- MS Word, Excel & Outlook
- Digital Marketing
- Social Media Marketing
- CRM
- CMS (Word press)
- Content Writing & Marketing
- Email Marketing
- Affiliate Marketing

## I am Md. Mostafizur Rahman | Sr. Executive (Sales Field Force)

Sara Vobon, Academy Moor, Chuadanga Sadar, Chuadanga

Office: (+880)-1919094950

Home: (+880)-1950625100

Email: [mostafiz.rahman002017@gmail.com](mailto:mostafiz.rahman002017@gmail.com)

### Why I am applying? Why I think I am the best person for this job?

I want to be a part of such a type of organization that would be not only an MNC but also provides an excellent job environment for career growth. Honda is the world's largest two-wheelers manufacturer and it makes a joint venture agreement with Bangladesh on 04 Dec 2012.

I noticed in your job description that you want that candidate who will be result oriented & 5-8 years working experience especially strong focus on field sales, You also mentioned the applicant would be able to create new customers, analyze the market & build smooth relations with customers. I can assure you that I am completely familiar with those requirements. This familiarity, coupled with my various professional skills, make me an outstanding candidate for this job.

It's mentioned that I know how to drive Motor bike and belong to a valid driving license up to 2024.

### Career Overview

#### Nitol Motors Ltd | Sr. Executive | Sales Division | Chuadanga | 2011- Continue

##### Responsibilities:

- To sell the company's products and services to potential customers.
- To closely study the current market trends for a product and identify enhancements.
- To build sustainable relationships of trust through open and interactive communication.
- To inform on forthcoming products, developments, offers and promotions.
- To resolve customer complaints via phone, email, mail or directly meet.
- To act as the company's loyal representative.
- To analyze the competition brand and find out weakness for adding value at our product.
- To exploit computer & digital technology to deliver high-quality services.
- To assist sales manager to run sales related activities smoothly.
- To compile reports on overall customer status (C1, C2, C3 and C4).
- To visit door to door to find out the new customers for the next sale.
- To ensure maximized productivity in the team within minimized costs.
- To arrange meetings cold call with potential customers to prospect for new product.
- To input data into CRM Software.
- To visit showroom and dealer point in the purpose of problem solving and development.
- To arrange payment from dealer and customers on behalf of the company.

#### Standard Chartered Bank | Sales Executive | Sales & Marketing Division | Dhaka | 2010-2011

##### Responsibilities:

- To sell financial products to potential customers.
- To make updates regarding their product & service.
- To provide satisfactory customer service while they need it.
- To compile the work progress report to the supervisor.
- To make market planning on the basis of market analysis.

#### Abul Khair Tobacco Co. Ltd | TSI | Sales Division | Faridpur | 2008- 2010

##### Responsibilities:

- To sell tobacco products and meet the monthly target.
- To lead the whole sales team.
- To build good relationship with the customers & shop keepers.
- To maintain store management and provide updates to RSM
- To resolve customer complaints via phone or directly meet
- To visit market and report to the RSM regularly.
- To input sales data into MIS via phone.
- To co-operate dealer to operate distribution activities smoothly.

- To arrange gathering and distribute cigarettes among consumers.
- To maintain daily worksheet and keeping records of all documents.
- To ensure maximized productivity and minimized costs.
- To prepare monthly bill and estimate monthly budget.

## Education Eligibility

- MBA | Marketing | First Class (81.75% Marks) | 2013 | Northern University Bangladesh
- Bcom Hon`s | Accounting | Second Class (51 % Marks) | 2008 | National University
- HSC | Business studies | First Division (66 % Marks) | 2002 | Govt. Sundarban Adarsho College, Khulna
- SSC | Business studies | First Division (60 % Marks) | 2000 | Bidyut Unnayan Board High School, Khulna

## Trainings and Workshops

- Training on Effective communication in English for written and verbal | NNG-HR Division | 1 day | 15 Feb 2020
- Training on Digital Marketing Strategy & Application | Outsourcing Institute | 3 Month | 1 March – 30 May 2020
- Training on Process, Procedure & Workflow of NLD | NNG-HR Division | 1 Day | 07 Nov 2019
- Training on Team building & Team Development | NNG-HR Division | 1 Day | 17 Oct 2018
- Training on Sales Strategy upto C4 in Details | NNG-HR Division | 1 Day | 17 Jun 2017
- Training on How to Deliver Excellent Customer Services in Right way | NNG- HR Division | 1 Day | 14 Jan 2017
- Training on Local Branch Office Management | NNG- HR Division | 2Days | 13-14 Mar 2016
- Training on Stress and Emotion Management | NNG- HR Division | 1 Day | 8 Feb 2016
- Training on Portal, CRM & Customized Software Management | NNG- HR Division | 1 Day | 16 Aug 2014
- Health, Hygiene, Safety & Motivation in an Organizational Perspective | NNG-HR Division | 1 Day | 14 Aug 2014
- Training on Basic Computer Operation | NNG-HR Division | 2 Day | 28-29 Apr 2014
- Training on Basic Knowledge of Products details | SCB-HR Division | 1 Day | 10 Jun 2010
- Daily activities and Sales Strategy of Territory and MIS Management | AKT-Gulshan Territory | 30 Days | Feb-2008

## Additional Curricular Activities

- I am learning digital marketing and some online activities.
- I have a website which everything is done by me.
- I like to give new shape on field marketing through Digital tactics.

## Interest & Hobby

- I am too crazy to explore new places and that can be considered as my hobby.
- I am interested to dig the online world and want to know many more from the internet.
- I like to spend my respite time with my family.

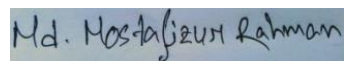
## Personal Information

Fathers Name: Md. Morshed Alam  
 Mothers Name: Jharna Begum  
 Date of Birth: 1<sup>st</sup> February 1985  
 Marital Status: Married  
 Nationality: Bangladeshi  
 Religion: Islam  
 Height: 5'-10"  
 Current Location: Chuadanga

## Reference

Name: Iqbal Hasan  
 Organization: Nitol Motors Ltd.  
 Designation: Manager  
 Address: Sara Vobon, Shohid Abul Kashem Road, Academy Moor, Chuadanga Sadar, Chuadanga  
 Phone No: (+880)-1919094251  
 Relation: Professional (My Boss)

I also confirm that any discrepancy about the details presented above will be treated as my ineligibility.



Md. Mostafizur Rahman