

# Curriculum Vitae Of Md. Babu Mondal



## **Address of correspondence:**

Md. Babu Mondal  
C/O: Md. Abu Bakkar Siddique.  
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## **Career Objectives:**

Seeking a position in Sales and Marketing where in I can utilize my Experience, communication skills and my Master of Business Administration degree to build a strong distribution network for achieving a higher market penetration level.

## **Relevant Work Experience** (from recent to previous positions in descending order):

1) **Name of the Organization:** Energypac Electronics Ltd.

**Designation:** Territory Sales Officer (TSO)

**Duration:** From 15-10-2015 To Till now.

### **Key Responsibilities:**

- Sales management including set tour program.
- Fixing brand wise sales target, evaluation of selling skills of the field force.
- Train up of field force.
- Distributor management and promotion including sourcing.
- Appointing distributor, distributor relationship and distribution management.
- Effective sales, marketing plan and product promotion plan.
- To use innovative tools & techniques of sales.
- Buildup excellent trade relation with business people.
- Market research, information, development, and market share analysis
- Time to time reporting to Line Boss.

2) **Name of the Organization:** Pran RFL Center, 105 Middle Badda, Dhaka-1212.

**Designation:** Sales Representative (SR)

**Duration:** From 04-03-2013 to 30-09-2015.

### **Key Responsibilities:**

- Visiting of Route wise shop.
- Order Collection.
- Ensure Delivery.
- Money Collection.
- Relation Build Up with Retailer & Dealer.
- Timely Communicate with Acting Boss.
- Send to timely Report (Morning & Evening).
- Participant of Monthly, Nationally Report & Meeting.
- Ensure of Demand Order (DO).

3) **Name of the Organization:** GRAMEEN COMMUNICATIONS. (A sister IT organization of Grameen Bank).9<sup>th</sup> Floor, Grameen Bank Bhaban, Mirpur-02, Dhaka-1216

**Designation:** Jr. MIS Officer.

**Duration:** From 11-03-2007 to 31-01-2013.

**Key Responsibilities:**

- Giving Data Entry & Data Management Center Staff supervision. IT supports to Data Management Center of Grameen Bank.
- Giving Data Entry. IT supports to Zonal Office, Zonal Audit Office, Area Office and 04(Four) Branches of Grameen Bank.
- Managing and maintaining data of Data Management Center of Grameen Bank.
- Giving Implementation. Training & Consultancy.
- Continuous monitoring and supervising operators in their daily technical and other problem work.
- Accounting System of Grameen Bank.
- Loan Disbursement and recovery system of Grameen Bank.
- Keeping various books of Accounts.
- Letter Writing System.
- I have to do Preparing daily, Weekly, Monthly and Yearly Statement of Grameen Bank.

**Academic qualification:**

**Masters of Business Administrative (MBA)**

Institution: Bangladesh Open University of Bangladesh.

Subject: Human Resource of Management (HRM)

Year of Passing: 2015

**Bachelor of Arts (Honors)**

Institution: Asian University of Bangladesh.

Subject: Islamic History & Culture.

Year of Passing: 2010

**Higher Secondary Certificate in Commerce (H.S.C)**

Institution: Kalai Technical and Business Management College, Joypurhat.

Board: Bangladesh Technical Education Board, Dhaka.

Year of Passing: 2006

**Secondary Certificate in Science (S.S.C)**

Institution: Palikanda Ashrafpur Dwi-Mukhi High School.

Board: Rajshahi

Year of Passing: 2004

**Language:**

Excellent Communication skill in English and Bengali

**Computer:**

Comfortably can work with the Microsoft Office package programs such as MS Word, MS Excel etc.

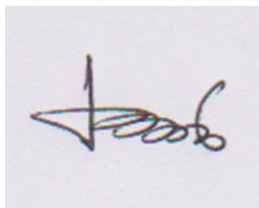
**Personal profile:**

Father's Name : Md. Abu Bakkar Sikkik.  
Mother's Name : Sanoar Begum  
Date of Birth : 15<sup>th</sup> November, 1986  
Religion : Islam (Sunni)  
Sex : Male  
Nationality : Bangladeshi by Birth  
Marital Status : Married.  
Blood Group : O+ (ve)  
National ID No : 3815895471048  
Permanent Address : C/O: Md. Abu Bakkar Siddique  
Vill: Bakhra,  
P.O: Molamgari hat, P.S: Kalai,  
Dist: Joypurhat-5900

**Referees:**

Name: Md.Quamruzzaman Bhuiyan  
Designation: General Manager(GM)  
Address: Superstar group.  
Mobile Number: +8801731482618  
Mailing Address: Do  
E-mail Address: qzaman\_2009@yahoo.com

Name: Md.Azizur Rahman  
Designation: Deputy Manager.  
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Mailing Address: Do  
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Signature: