

## ARMAN HOSSAIN

Address: 3/13 Protap Das Lane, , 1100, Dhaka Sadar HO, Sutrapur, Dhaka 1100  
Mobile No : 01670433668  
e-mail : arman.hossain44@gmail.com



### **Career Objective:**

Desired to work in a well-established organization with a great working environment so that, I can apply my educational, analytical & relationship skills properly for me & the organization and also gaining experience & money to build a prosperous future.

### **Special Qualification:**

Worked as an Exhibitor in DIGITAL WORLD 2017  
Worked as an Exhibitor in BASIS SOFTEXPO 2018

### **Employment History:**

**Total Year of Experience : 3.10 Year(s)**

#### **1. Business Development Manager ( April 11, 2018 - Continuing)**

##### **Halla Corporation**

Company Location : Flat No. A-3, House No. CEN(B)-4/A, Road No.96, Gulshan-02, Dhaka-1212  
Department: Business Development

##### **Duties/Responsibilities:**

Prepare government tender documents for large Infrastructure projects.  
Write meeting minutes of every meeting and report to Director/Country Manager.  
Findings new possibilities and prospect for company's business development.  
Try to get new projects from the government/private agencies and maintain a good relationship for future business development.  
Finding new partners, projects/plots for expand company's real estate business.  
Visit Government/JV partners/others construction and real estate company offices, project sites on a regular basis and prepare meeting minutes.  
Set meeting with the prospects, i.e., Clients, Employers, Suppliers, Partners, Potential associates and prepare report of every meeting.  
Check the newspaper every day and select articles which seem valuable and helpful for company's business development and project follow-up.  
Prepare various types of Agreements, i.e. Joint Venture, Actual Works agreements, Office/House rental, Car/equipment rental.  
Keep documentation of all the files. i.e., contract agreements & official letter in both physical and pdf format.  
Monitor all the office affairs related works.  
Monitor the office inventory on a regular basis and make monthly inventory report.  
Conduct Recruitment Process (from hire to fire; i.e. post job advertisement, CV screening/shortlisting, text/call the potential candidates, taking interviews, making Appointment letter/Termination letter) etc.

#### **2. Executive ( June 1, 2017 - April 9, 2018)**

##### **IBCS-PRIMAX Software (Bangladesh) Ltd.**

Company Location : House 51 Road No. 10/A, Dhanmondi, Dhaka 1209  
Department: Sales & Marketing

##### **Duties/Responsibilities:**

Achieve sales target.  
Finding ERP related Govt./Pvt. company project.

Maintain good relation with the Prospects.  
 Finding new opportunities.  
 Explain and educate the benefits of ERP software to the clients.  
 Finding and prepare Government tender, Submit the EOI and RFP and try to maintain a liaison with the project director.  
 Visit and meeting with the clients at their premises on a regular basis.

### 3. **Executive ( January 21, 2017 - April 30, 2017)**

#### **Asset Developments & Holdings Ltd.**

Company Location : 91 Gulshan Avenue, Dhaka 1212

Department: Customer Relations

#### **Duties/Responsibilities:**

Achieve the sales target.  
 Hunt the suitable customers.  
 Regular follow-up the clients.  
 Maintain a good relationship with the clients.  
 Project visit on a regular basis.  
 Ensure internal visit with the clients in the office.  
 Set meeting between team leader and client.  
 Convince clients till the sale is made.  
 Sale the project and maintain a good relationship.

### 4. **Facilitator ( May 2, 2016 - January 12, 2017)**

#### **TrumpTree 360 Ltd.**

Company Location : House# 29, Road# 12, Block- H, Banani, Dhaka 1213

Department: Business development

#### **Duties/Responsibilities:**

Client hunt  
 Creative content creation  
 Generate new ideas for new campaigns  
 Client support

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Professional Marketing (MPM)	Marketing	University of Dhaka	Enrolled	2020	2
Bachelor of Business Administration (BBA)	Marketing	North South University	CGPA:2.54 out of 4	2016	4
HSC	Science	Government Shaheed Suhrawardi College, Dhaka	CGPA:3.8 out of 5	2009	2
SSC	Science	Dhaka Collegiate School	CGPA:4.13 out of 5	2007	10

### **Professional Qualification:**

Certification	Institute	Location	From	To
Pearson Tests of English (PTE Academic)	Pearson PLC Group	Dhaka, Bangladesh	March 19, 2018	March 18, 2020
Senior Certificate in French Language	Institute of Modern Language (IML)	University of Dhaka	June 1, 2016	July 31, 2017

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
French	Medium	Medium	Medium

**Personal Details :**

Father's Name : Mir Delwar Hossain  
Mother's Name : Rafia Hossain  
Date of Birth : November 18, 1992  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
National Id No. : 7302304758  
Permanent Address : 3/13 Protap Das Lane, , 1100, Dhaka Sadar HO, Sutrapur, Dhaka 1100  
Current Location : Dhaka

**Reference (s):**

Name : Tai Gyun Kim  
Organization : Halla Corporation  
Designation : Country Manager  
Address : Flat A-3, House CEN(B)-4/A, Road 96,  
Gulshan 02, Dhaka 1212  
Mobile : 01704076946  
E-Mail : taigyun.kim@halla.com  
Relation : Professional