

MD:RASHED KHAN MENAN

Address: Shyamoli, Ring Road Ho24/12, Mohammadpur Housing, Mohammadpur, Dhaka 1207
Primary Mobile No: 01719022482
Secondary Mobile No :01887126116
Primary Email : menanrashed482@gmail.com
Driving License : I have valid Driving License



Career Objective:

I am committed to being a perfect working hand of your institution according to my qualification & working experience. To strengthen your institution for the welfare of our country and also build up my career.

Employment History:

Total Year of Experience : 4.5 Year(s)

1. Assesment Supervisor ((Hero Motorcycle))(September 1, 2019 - Continuing)

Niloy Motors Ltd.

Company Location : Nitol Niloy Tower , Nikunja C/A, Airport Road, Dhaka-1229

Department: Sales & Marketing

Duties/Responsibilities:

1. Looking at credit sales of Amaar Hero of 4 regions.
2. Daily Sales report to DGM, Development Delear Management of 4 regions.
3. Immediately attends to customer complaints and works to have them resolved in the fastest way possible.
4. Train up, new employees.
5. Looking for credit recovery for one region.
6. Selects candidates for hire identifies training needs completes employee evaluations and evaluates the need for and recommends disciplinary actions for subordinate staff.
7. Organize and distribute staff schedules.
8. Ensure Product Availability & timely delivery to customers.
9. Direct and coordinate activities involving sales of manufactured products, services, or other subjects of sale.
10. Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
11. Review operational records and reports to project sales and determine profitability.
12. Direct clerical staff to keep records of export correspondence, bid requests, and credit collections.
13. Advise dealers and distributors on policies and operating procedures to ensure functional effectiveness of business.
14. Visit franchised dealers to stimulate interest in the establishment or expansion of leasing programs
15. Monitoring monthly credit collection and contact with dealers for credit collection.
16. To ensure Debt Recovery from hardcore defaulter clients in a focused manner & supervise realization activities through the Recovery Executives, Collection/Recovery Officers Formulation of Litigation process against the Default & Irregular Customer.
17. Develop and maintain a strong professional relationship with the customers to ensure customer satisfaction and loyalty.
18. Organize and plan to meet the monthly recovery target from default & Irregular customers.
19. Leading the team on how to smooth collection.
20. Train up the team member for prepares the recovery and Legal activities.
21. Ensure the highest standard of corporate governance, accountability, and reporting requirements.
22. Make settle and instant recovery in the visit time.
23. Arrange the party visit as a team leader all over Bangladesh according to company policy.
24. Generates and evaluates daily, weekly and monthly reports for the recovery staff and for financial and managerial audits.

2. Assessment Officer((Hero Motorcycle) (March 3, 2019 - September 1, 2019)

Niloy Motors Limited

Company Location : Khilkhet

Department: Sales And Marketing

Duties/Responsibilities:

1. Generate New Customer
2. Visit Regularly Potential Customer Residence & Business/ Office place.
3. To ensure the Assessment and Referral process is followed to Company standards and in a timely manner.
4. To have excellent communication skills which enable you to gain information from a range of people including people with learning disabilities, professionals, families, and careers
5. To work alongside line manager to review and update documentation, systems, and processes as required
6. Evaluate Customers for selling bike
7. Attend different marketing programmes which are arranged by Niloy Motors Ltd.
8. Gain Knowledge about new product
9. Any other Task Assigned by Management

3. Senior Marketing Executive (November 11, 2017 - September 30, 2018)**Halim Group Of Industries (Excellent Ceramic)**

Company Location : Uttara Trade Center (Near Beside Hatir Jhil)

Department: Sales And Marketing

Duties/Responsibilities:

1. Promote Company Products in different Areas.
2. Received Order From Different Channel Partner.
3. Place Order To Factory Manager.
4. Ensure Timely Delivery to Different Channel Partners.
5. Received Collection & Deposit to Company Account Timely.
6. Updating databases and using a customer relationship management (CRM) system
7. Organising events and product exhibitions
8. Any other task assigned by management.

4. Sales Executive (April 10, 2016 - March 10, 2017)**Friends International**

Company Location : Sector:06 Road:08 House:05 Uttara Model Town,Dhaka

Department: Sales And Marketing

Duties/Responsibilities:

1. Meeting with clients virtually or during sales visits.
2. Demonstrating and presenting products.
3. Establishing new business.
4. Attending trade exhibitions, conferences, and meetings.
5. Negotiating contracts and packages.
6. Working towards Quarterly, monthly or annual targets.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Marketing	ASA University Bangladesh	CGPA:3.33 out of 4	2017	1.4 years
Bachelor Of Business Administration(B.B.A)	Marketing	Bangladesh University	CGPA:3 out of 4	2016	4
Higher Secondary Certificate Exam	Business Studies	Police Line School And Collage,Rangpur	CGPA:3.7 out of 5	2011	2
SSC	Business Studies	Domar M.L High School [Foreign Institute]	CGPA:4 out of 5	2009	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Amaar Hero Customer Assesment Technique and Recovery		Nitol Niloy Group	Bangladesh	NNT khilkheth Nikunjo 2	2019	8 Hours
Internship	Loan And Advance	Exim Bank	Bangladesh	Ring Road Brance	2015	3 month

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 22000
Expected Salary : Tk. 30000
Preferred Job Category : Bank/Non-Bank Fin. Institution, Production/Operation
Preferred District : Anywhere in Bangladesh.
Preferred Organization Types : Banks, Manufacturing (FMCG), Manufacturing (Light Engineering & Heavy Industry), Wholesale, Advertising Ageny, NGO, Shipping, Multinational Companies, Newspaper/Magazine, Consulting Firms, Garments, Textile

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Operation & Maintenance• Deposit• Sales & Marketing• Administrative/ Executive

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla,English,Hindi	High	Medium	Medium

Personal Details :

Father's Name : Md:Jakir Hossain
Mother's Name : Rashida Begum
Date of Birth : October 23, 1992
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 19927311528000208
Religion : Islam
Permanent Address : Vill:West Boragari#Thana:Domar#Dist:Nilphamari, Domar, Domar, Nilphamari 5340
Current Location : Dhaka
I have a Valid Driving License.

Reference (s):**Reference: 01****Reference: 02**

Name	:	Md.Majibur Rahman	Md.Saiful Islam
Organization	:	Bangladesh Police	Bangladesh University
Designation	:	OC	Senior lecturer
Address	:	Uttara#sector:14#R:17#H:09	Gazipur,Dhaka
Phone (Off.)	:		
Phone (Res.)	:		
Mobile	:	01712413333	01815017661
E-Mail	:		
Relation	:	Relative	Academic