

MD.IQBAL HOSSAIN

+8801955996812

Hazaribagh, Dhaka-1205

[mohammadiqbal251994@yahoo.com](mailto:mohammadiqbal251994@yahoo.com)

The HR Professional,

The Bangladesh Honda Private Limited

Monem Business District, East Tower (10th floor),

111, Bir Uttam C. R. Dutta Road, Karwanbazar,

Dhaka – 1205, Bangladesh.

Subject: Sales Administrative Executive

Dear Hiring Professional,

Please accept this letter as an expression of my interest in the Sales Administrative Executive position. I am a highly motivated and progress-focused Assistant Sales Officer with a few-standing background in the sector. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to Bangladesh Honda Private Limited.

Throughout the course of my career, I have perfected my billing, invoicing and ledger correction abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency. In my previous role, I contributed problem-solving, decision-making, and process improvement toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong time-management talents. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy. Thank you for your consideration.

Looking forward to hearing from you.

Sincerely,

MD.IQBAL HOSSAIN

# MD Iqbal Hossain

mohammadiqbal251994@yahoo.com

(+880) 1955996812



## Career Objective

Intend to work in a field where I can express my strong sense of responsibility works and devotion for building a bright career and developing the organization.

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## Educational Attainments: .....

- ◆ B.B.A : Bachelor Of Business Administration  
University : National University  
Institute : Daffodil Institute of IT (DIIT)  
Major : Marketing  
Result : CGPA- 3.60(Major) out of 4.00  
Passing Year : 2018
- ◆ H.S.C. : Higher Secondary Certificate  
Name of college : Bir Shrestha Noor Mohammad Public College  
Result : GPA- 4.70 out of 5.00
- ◆ S.S.C : Secondary School Certificate  
Name of School : Bir Shrestha Noor Mohammad Public College  
Result : GPA- 4.60 out of 5.00

## Computer Skills: .....

- ✦ Microsoft Office, Excel & Power Point
- ✦ Internet Browsing and E-mail correspondence.
- ✦ Assembling, Error assessment & repairing.

## Certification: Computer Fundamental-National Youth Development Training Academy.

Professional Customer Service (PCS) by support of **Skills for Employment Investment Program (SEIP)**.

## Experiences: .....

Worked at **Food Edge Ltd** as a Shift in charge (for 1.6 years).

Worked at **Hi-care Group** as a Sales Executive (for 3 months).

Working as Assistant Sales Admin Officer at Akij Group (From November 2019 To till).

**Skills & Attributions:** .....

- ▶ Strong interpersonal & communication skills.
- ▶ Ability to work in challenging & goal oriented environment.
- ▶ Efficient to communicate to standard in Bangla & English.
- ▶ Have good analytical & judgment skills.

**Personal Information:** .....

Full Name	: Md. Iqbal Hossain
Father's Name	: Md. Omar Ali
Mother's Name	: Lovely Akter
Date of Birth	: 31 <sup>st</sup> December 1994
Nationality	: Bangladeshi
Religion	: Islam
Marital Status	: Unmarried
E-mail Id.	: mohammadiqbal251994@yahoo.com
LinkedIn Id.	: md-iqbal-hossain-11ba6a168

**Present & Mailing Address:** .....

House No. 32/8, Moneshwor Road,  
Hazaribagh, Dhaka-1209.

**Interests:** .....

Interacting with people, Watching Documentaries, Traveling & Cycling.  
Social Activist.

**Declaration:** .....

I hereby declare that all above mentioned information is in accordance with  
fact or truth up to my knowledge and I bear the responsibilities for the  
correctness of the above mentioned particulars.

**References:** .....

**MD. Shariful Islam**  
Senior Sales Manager,  
Akij Flour Mills Ltd.  
Akij Group.  
Mobile: (+880) 1708428331

**A.K.M. Nasir Uddin**  
Officer,  
Agrani Bank Ltd.  
Ammua Branch,  
Nalchity, Jhalokati.  
Mobile: (+880) 1950245856

**Signature**

**Date:**

**(Md. Iqbal Hossain)**