



Village- Khadempara,
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Post Office- Bhatiary(4315),
District- Chittagong, Bangladesh



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N/A



By nature I am very sociable person who has a wide and growing circle of friends. One of my favorite pastimes is eating out with friends and traveling. Some other favorite pastime activities are shopping for clothes, listening music, watching movies or Football, and playing Cricket or Tennis.

SAYED MD EMDADUL HOQUE.

Experienced in Marketing and Brand Communications.

WWW.Linkedin.com/in/sayed-md-emdad-41191bb4

in

PROFESSIONAL SUMMARY : -

A results driven professional who has over Six year's sales and marketing experience with products that are considered technical and complex. SAYED is able to aggressively drive sales growth and profits by developing a friendly, well trained sales team who are always highly visible to customers and responsive to their needs. He has a hands-on style of management, and one of his key strengths is the ability to generate business insights from diverse data sources. Exemplary communication and relationship-building skills ensure the ability to network skillfully and build mutually beneficial relationships. Can relate well with people at all levels and has the flexibility of working well as part of a team or individually. Now He is looking forward to a managerial position with an exciting and ambitious company.

PROFESSIONAL EXPERIENCE: -

Sales & Marketing Manager(15th April 2019- 31st July 2020)

Dahmashi Trading Company Limited (BRAVAT), Kulshi [Beside Indian Embassy] Chattogram.

Duties & Responsibilities:-

- ❖ Working with sales executives on approaches to building business.
- ❖ Ensuring the sales team update the CRM.
- ❖ Attending meetings with customers alongside sales consultant.
- ❖ Assisting in resolving emergencies, such as a quality or customer & workplace problems, including tardiness absenteeism.
- ❖ Providing reports and activity updates to management & monitor local competitors.
- ❖ Assisting in hiring and firing activities, but require the managerial approval of all new hires or termination.
- ❖ Attend trade shows to identify new, prospects, products and services.
- ❖ Researching potential target industries and customers.

Assistant Sales manager, CRM (2nd December 2017- 31st March 2019)

Goldsands Hotel & Resorts Limited-Nassa Height Gulshan 1, Dhaka.

Duties & Responsibilities:-

- ❖ Manage phone calls and Emails, also do fix appointments.
- ❖ Do elevate the product & nobility as well as build a strong relationship.
- ❖ Contributes to team effort by accomplishing related results as needed.
- ❖ Resolves customer complaints by investigating problems, developing solutions, preparing reports, making recommendations to management.
- ❖ Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly sales target.
- ❖ Attend trade shows & fairs to identify new prospects, products and services.

KEY ACHIVEMENT:-

- ❖ Trained/Educated others
- ❖ First sell in first month.
- ❖ Increased sales over a six months period.
- ❖ Employee of the month.
- ❖ Resolved customer enquiries and complaints.
- ❖ Developing or implemented new procedures or systems.
- ❖ Saved money for the Company.
- ❖ Contributed to good Customer service.
- ❖ Experience of executing a Successful Hotel Ownership MKTG Campaign [DITF-2019]
- ❖ Improve support service.
- ❖ Established good working relationships with teams, Customers & clients.
- ❖ Utilized modern teaching methods such as e-learning and team learning.
- ❖ Undergraduate[UK, UNI] Dissertation written in just 13 days on INTERNAL – MARKETING.

AREAS OF EXPERTISE:-

- ❖ Customer Care following CRM.
- ❖ Relationship building.
- ❖ Campaign and Showroom Based Sales / Marketing.
- ❖ Leadership & Bidding.
- ❖ Client Acquisition/Retention.
- ❖ Team Management.
- ❖ Direct and Brand Marketing.
- ❖ Public Speaking.
- ❖ Product and Brand Development.
- ❖ Strong Communication.
- ❖ Competitors Analysis.
- ❖ Corporate Presentation.
- ❖ Goal Attainment.
- ❖ Negotiation & Paraphrasing.
- ❖ Developing Referral & Networks.
- ❖ Social Media/Content MKTG.
- ❖ Excellent Interpersonal Skills.
- ❖ Administrative/Supervision.

Senior Executive, Customer Relation Department (January 1, 2017- November 24, 2017) Assets Development & holding Limited, Gulshan 1, Dhaka, Bangladesh.

Duties & Responsibilities:-

- ❖ Identifies business opportunities by identifying prospects, researching and analyzing sales options.
- ❖ Identifies and generate leads through networking, cold calling and internal marketing.
- ❖ Giving advice and guidance on product selection to customers. *Coordinating daily calendars of team leader & respond promptly to managers queries.
- ❖ Sells products by establishing contact and developing relationships with prospects.
- ❖ Maintains professional and technical knowledge by attending educational workshops.

Area Sales Manager (1st October 2015- 10th January 2017) Sales & Marketing Department Of KONE Lift & Escalators Bangladesh. (Turner Grahams BD LTD), Mirpur DOHS, Dhaka Bangladesh.

Duties/Responsibilities:

- ❖ Brand development, Developed brand strategy and statistics systems.
- ❖ Answering queries from customers, Create regular reports, update internal database.
- ❖ Cold called customers to promote the company and its products, maximizing business opportunities and building relationships.
- ❖ Do generate new development deals with real estate development company's & private owners that focuses on multifamily residential projects, factories.
- ❖ Attend trade shows & fairs to identify new prospects, products and services.

Marketing and Sales Executive (March 1, 2013 - September 30, 2014) Innate properties ltd, O R Nizam Road, Chittagong, Bangladesh.

Duties/Responsibilities:

- ❖ Achieve sales target, identify key customer, provide excellent service as per as their demand & dealing with customer complaints.
- ❖ Build & maintain a good relation with all clients & dealers.
- ❖ Also I had to find new site perfect land to develop.
- ❖ Manage phone calls and Emails, also do fix appointments.
- ❖ Reporting discrepancies and problems to the senior.

<u>TRAINING & LEARNING:-</u>	
❖ Training Title- The Art of Building a High performance Team. Topic- Team Building. Institute- BITHM College of Professional [CTG] Country- Bangladesh. Duration- 1 Day. Year – 2020.	
❖ Training Title- HRM. Topic – Basic HRM. Institute – SCITI Dhaka. Country – Bangladesh. Duration – 10 Days. Year – 2015.	
❖ Attended some Official Trainings on- MIS, Office Management, HRM, Excel, Skill Improvement, Business Development, Sales & MKTG, Team management.	

<u>COMPUTER SKILLS:-</u>	
❖ Microsoft Word, ❖ Microsoft Excel, ❖ Microsoft PowerPoint ❖ internet Browsing	
<u>LANGUAGE SKILLS:-</u>	
❖ Can fluently speak & write English and Bengali both. Only can speak Hindi.	

<u>ADDITIONAL INFORMATION-</u>	
❖ Blood – O+ ❖ Date of Birth – ❖ Driving license - Yes ❖ Height – 172.72 Centimeter. ❖ Marital Status- Married. ❖ Temporary Address ----- ❖ #H – 11, # Road – 11, ❖ #Block – D, Mirpur -- 12, ❖ Dhaka, Bangladesh.	

<u>EDUCATION: -</u>	
❖ UNDERGRADUTE DEGREE-Bachelor of Arts with Honors PROGRAMME- BUSINESS STUDIES. SCORE - 2:2 [SECOND DIVISION]. UNIVERSITY- Cardiff Metropolitan University UK. YEAR - 2015.	
❖ Key Modules: Business Communication, Business IT, Micro & Macro Economics, Statistics & Quantity Methods, Management Theory Practice, strategic information system, Business, Financial & Managerial Accounting, Marketing Principles, Taxation, Organizational Behavior, Business Law & Ethics, Auditing, Strategic Management, IB, ITM, Financial Management Analysis, Entrepreneurship, BRM, Integrated Case Study Analysis, Business Project or Dissertation etc.	
❖ COURSE NAME -ABE UK [ASSOCIATION OF BUSINESS EXECUTIVES]. LEVEL COMPLETED - CERTIFICATE. PROGRAMME – BUSINESS MANAGEMENT. SCORE - PASS. YEAR - 2011.	
<u>REFERENCES</u>	
<i>Available upon request.</i>	
<u>Signature</u>	
Date / / 20.....	