

## **MD Asif Khan**

3/27, 10-D, Mirpur,Dhaka - 1216, Bangladesh

Dear Sir

I saw an announcement on internet that describe the person you want to hire for a particular job, and I believe I am that person.

I have gained experienced in practical area. I know how to behave to the customers and how to make retail. I have experienced on Corporate Sales, Territory Sales Management, Digital Marketing, Business development and Also Computer MS Office package including word like word processing, excel processing, presentation through power point. I have also experienced on personal skills like good organizational skills, a strong sense of responsibilities, good communication skills, both in oral communication as well as written communication, strong team work spirit and self-motivated.

In my scholastic aptitude, I'm studying MBA (Marketing) final semester and I passed BBA (Marketing) and my result Is 3.19 out of 4. I am learning from my studies, how office work can be done efficiently.

In addition, I like people, and through work and academic experiences, I have learned how to work with them as both a team player and a leader. I also like traveling, bike riding and experiment, music, reading thriller books and research current marketing strategy.

I ask that you review my qualifications and contact me for an interview. You can email me [asifkhan.surjo@gmail.com](mailto:asifkhan.surjo@gmail.com) or call and text message me at **01798000308** to arrange a convenient time to talk about my joining your team.

Sincerely,  
**MD Asif Khan**



asifkhansurjo@gmail.com



01798000308



Dhaka, Bangladesh

## Professional Skills

- Area /Territory Marketing
- Business Development
- Digital Marketing
- Presentation Skill
- Team Management Skill
- Corporate Sales

**Office Application:** MS Office, MS Excel, MS Power Point.

## LANGUAGES

Bangla



English



Hindi



## Extra Curriculum Activities

I am a travel enthusiast who has already ridden motorcycle to almost all the notable places in Bangladesh. Founder of BD Bikers Club (BBC) which is the biggest motorcycle touring group in BD with 100k online member.

## MD ASIF KHAN

To pursue a challenging & creative job in dynamic and esteemed organization to work with full effort by utilizing my knowledge. I also pursue my professional carrier in an organization and apply my skills, fresh knowledge in both individual and group based works that ultimately lead to the further development of organization.

## WORK EXPERIENCE

### S & J COMMUNICATION Ltd.

**[Sr. Executive]**

November 3,2019 – Continuing

Lead and oversee the development and growth of profitable new business; develop and maintain effective key customer relationships as well as ensure business growth through directing and managing business development activities.

### MARK MEDIA COMMUNICATION LTD

**[Marketing Officer]**

January 1, 2017 – October 31, 2019

I oversee company's marketing department staff. They ensure me that they effectively promoting the company and its merchandise and targeting the correct and appropriate audience. I keep my teams motivated and encourage creativity and innovation. While I supervise marketing teams, I will generally report to a Marketing Director.

### Idea Interior Decorator

**[Customer Service Representative]**

August 8,2015 – December 12,2016

Responsible for acting as a Liaison between customers & company. Assists with complaints, orders, errors, account questions, billing, cancellation and other queries.

## EDUCATION

### MBA In Marketing (Running)

Fareast International University

01/01/2020 – Present

*Courses:*

*Masters of Business Administration*

*\*\*\*All theoretical course complete (24 out of 36 credit), only 12 credit remaining*

### BBA In Marketing

Royal University of Dhaka.

*Passing Year: 2019*

*Result: 3.19 out of 4.00*

*Subject : Bachelor of Business Administration*

### Higher Secondary Certificate (HSC)

Mirpur University College, Dhaka

*Passing Year : 2015*

*Result : 2.75 out of 5.00*

*Subject: Science*

## Secondary School Certificate (SSC)

Mirpur Bangla High School & College, Dhaka

Passing Year: 2013

Result: 4.31 out of 5.00

Subject: Science

### Personal Details

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Father Name:	MD Akhteruzzaman Khan
Mother Name:	Rokshana Akter
Date of Birth:	16/10/1997
Present Address:	House: 03, Road: 27, Block: D, Section: 10, Mirpur, Dhaka .
Permanent Address:	House: 03, Road: 27, Block: D, Section: 10, Mirpur, Dhaka .
Gender:	Male
Marital Status:	Married
Blood Group:	A+

### REFERENCES

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1.  
MD Ariful Islam (Sr. Sales Officer)  
Square Group of Ltd.  
Contact: 0167662 1232
2.  
Mamun JF Khan (Sr. Officer)  
Mutual Trust Bank Ltd.  
Contact: 01823269166



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MD Asif Khan  
Signature