



## MEZBA UDDIN MAMUN

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Career Objectives	<p>I am assuring dynamic and energetic Manager who has experiences in Digital Marketing and closely worked in the Head of Sales &amp; Marketing sector in the country. It was exciting for me to across the Managerial implications job opening at web site. As an experienced professional looking to enter a new career path after thirteenth plus in the group of companies' reliability &amp; details oriented who can excel working both a team &amp; independently province track record of going above &amp; beyond for client's teammates &amp; business partners. Having a degree of Marketing by National University of Bangladesh.</p> <p>I got an expertise about Business Development, Processing Manager, Sales &amp; Marketing, Audit &amp; Inspection, Digital marketing strategy with good behavior and relationship with all of customers where I am taking challenges with leadership quality with smartly positive attitude &amp; making decisions frequently where n when required. Leadership with good manners, sound knowledge of problem solving with or without permission. Sincerity &amp; Responsibilities maintain each n every fact while smaller or bigger. Always thinking new thoughts about how to cover the best path. I can assure you about the honesty as because the almighty of Allah! (swt.) watching me meantime I do pray five times every day. Always positive minded &amp; take challenges with new ideas and expedite the process to make sure results with the team. Willing to relocate anywhere, when and where by the company requires.</p>
Education	<ul style="list-style-type: none"> <li>➤ <b>M.Com</b> 2005-2006 (appeared)</li> <li>➤ <b>B.Com</b> with 2<sup>nd</sup> class in the year of 2004. National University of Bangladesh.</li> <li>➤ <b>HSC</b> in Business study with 2<sup>nd</sup> Division. 2001 Siddishwary Degree College, Dhaka, Bangladesh.</li> <li>➤ <b>SSC</b> in Science with 2<sup>nd</sup> Division. 1999 Ekramunnasa Boy's High School &amp; College, Dhaka, Bangladesh.</li> </ul>
Work Status	<p><b>PROCESSING MANAGER</b> <b>HEAD OF MARKETING</b> Department: Overseas Experience: 3 years 6 months Company: Greenland Group Gulshan Avenue 1, Dhaka, Bangladesh.</p> <p><b>MANAGER</b> Experience: 1 years 11 months Company: Wong Denim DC Sec. 3 Uttara Model Town, Dhaka, Bangladesh.</p>

<div data-bbox="250 178 459 214" data-label="Section-Header"> <h3>Work Experience</h3> </div>	<p data-bbox="532 159 854 186"><b>Job responsibility as below:</b></p> <p data-bbox="532 191 1451 373">Explore new markets to contribute to the sales increase. Monitors all day to day activities of direct reports &amp; Evaluate customer research, market conditions, and competitor data to implement brand-planning changes as needed. Maintain and expand corporate incentive programs via direct mail, personal visits, Responsible for the training of sales Department and staff, Arrange and contributing to the monthly sales strategy meeting etc.</p> <ul data-bbox="532 409 1451 1619" style="list-style-type: none"> <li>➤ Make sure sales plans, ensure the achievement of sales targets.</li> <li>➤ Collector the latest market information and incorporate them into a marketing plan/strategy</li> <li>➤ To the best client service is being made available through communication amongst the team, Works with the management team to create and implement a sales plan addressing revenue, customers, and the market for the segment led by the DOS.</li> <li>➤ Brainstorm new and creative growth strategies.</li> <li>➤ Make and manage with the team monthly, quarterly and annual budgets for the Sales department</li> <li>➤ Make surely Identify opportunities to reach new market segments</li> <li>➤ Following the monthly Sales target through a comprehensive drive by creating a potential customer cluster.</li> <li>➤ Assist site coordinator/Site, Facilitator/Site, Management for budgetary control.</li> <li>➤ Able to cross-training within the department, and appropriate office coverage.</li> <li>➤ Maintain and promote a teamwork environment with effective and clear communication amongst co-workers.</li> <li>➤ Set example through professional, friendly attitude towards clients and co-workers, timely response to clients and co-workers' needs, and observance of sales office standard.</li> <li>➤ Manage sales department to ensure understanding of sales strategy and effective implementation of this strategy for the segment.</li> <li>➤ To ensure proper monitoring with the junior officers to achieve sales targets.</li> <li>➤ Direct and controlling staff in the implementations of branding activities and initiatives to ensure that they are appropriately motivated and trained and carry out their responsibilities to the required standards</li> <li>➤ Understand the importance of customer relationship and satisfaction and ventilate the same feeling with each of the team members</li> <li>➤ Direct, coordinate, and review activities in sales and service accounting and record keeping.</li> <li>➤ Monitoring day to day financial transactions maintained by respective account department Plan execute and measure experiments and conversion tests.</li> <li>➤ Collaborate with agencies and others vendor communicating maintain the best policy.</li> <li>➤ <b>Best perform any other tasks assigned by the top management.</b></li> </ul>
<div data-bbox="238 1736 470 1772" data-label="Section-Header"> <h3>Foreign Experience</h3> </div> <div data-bbox="324 1789 384 1822" data-label="Text"> <p>UAE</p> </div>	<p data-bbox="581 1684 766 1713"><b>IT OFFICER</b></p> <p data-bbox="581 1717 1183 1745"><b>EDUCATION COUNCIL OF DUBAI &amp; ABU DHABI</b></p> <p data-bbox="581 1749 899 1776">Experience: 5 years 1 months</p> <p data-bbox="581 1780 1252 1808">Asset Taking &amp; Survey Project, Abu Dhabi Education Council</p> <p data-bbox="581 1812 883 1839">Company : Smart Vision</p> <p data-bbox="581 1843 786 1871">ID number :1013</p> <p data-bbox="581 1875 1039 1902">Project Place: Abu Dhabi &amp; Al-Ain, UAE.</p>

Foreign Experience Oman	<b>AUDIT &amp; INSPECTION OFFICER</b> <b>Petroleum Development of Oman (PDO)</b> <b>SURVEYING DEPARTMENT</b> Experience: 2 years 8 months Company : Endless Designation : ERM (Scanning, VRS, PRM, e-filling, software op. by PDO) ID Number : 93952366 .
Foreign Experience Gov. Project of Dubai	<b>IT OFFICER</b> <b>DUBAI CUSTOMS</b> Authorized by InfoFort Company : Reach Group Designation : (e-filling, Scanning, VRS, PRM) ID Number : 5280 Project Place : Dubai Free zone (JAFZA)
Special Skills	<ul style="list-style-type: none"> <li>➤ <b>Business Development</b></li> <li>➤ <b>Head of marketing</b></li> <li>➤ <b>Corporate Marketing</b></li> <li>➤ <b>Market Research</b></li> <li>➤ <b>Management</b></li> <li>➤ <b>Administration</b></li> <li>➤ <b>FMCG Sales &amp; Marketing</b></li> </ul>
Special Training	Successfully completed one year course in professional <b>Microsoft Office</b> Package program, <b>Expert of Outlook</b> & Software: ERP, IDP, TALI, KARSOFT, etc. One year course in professional <b>IELTS (5.5)</b>
Languages Known	<b>Expert: English Speaking and writing</b> <b>Flaunt: Hindi/Bangle</b> <b>Fair : Urdu/Arabic</b>
Interests & Activities	<b>Prayer, Reading &amp; Writing, Cricket &amp; any new ideas and thought</b>
SKILL	<ul style="list-style-type: none"> <li>➤ <b>Dynamic &amp; Energetic</b></li> <li>➤ <b>Pleasant personality, self-motivated and hardworking.</b></li> <li>➤ <b>Efficient in customer service, strong and ever concentrate to success.</b></li> <li>➤ <b>Able to work at flexible timing and shifts.</b></li> <li>➤ <b>Can work as good team player.</b></li> <li>➤ <b>Communicate effectively and co-operatively.</b></li> <li>➤ <b>Honesty &amp; loyalty is a big preference.</b></li> <li>➤ <b>Must have good presence and leadership ability.</b></li> <li>➤ <b>Modern System Adaptability &amp; Creativity.</b></li> <li>➤ <b>Willingness to visit factories frequently as and when required.</b></li> </ul>
Personal Details	<ul style="list-style-type: none"> <li>➤ <b>Father's Name: Late Md. Nuruddin</b></li> <li>➤ <b>Mother's Name: Saleha Khatun Hena.</b></li> <li>➤ <b>Home Origin: P.O. Madaripur, P.S. Madaripur, Dist. Madaripur.</b></li> <li>➤ <b>Date of Birth: 12<sup>st</sup> January 1984</b></li> <li>➤ <b>Blood Group: O+</b></li> <li>➤ <b>Religion: Islam</b></li> <li>➤ <b>Nationality: Bangladeshi (NID:2693622296098)</b></li> </ul>
Response	<p>I therefore, pray &amp; hope that you would be kindly given a chance to work with the company goals. I am interested as per existing policy &amp; salary by the company. I enjoyed reading up on your published circular before applying for this implications role, and I was quite pleased with what I found. I admire your commitment to a socially-conscious business Manager, I would be proud to be a member of your staff, best regarding with sincerely Mezba.</p>

Sincerely Yours,

*Mezba Uddin Mamun*