



Sumon Chowdhury

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Nationality: Bangladeshi

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Bazar, Natore Sadar- 6400

OBJECTIVES

Seeking entry level position as marketing, administration and communications professional demanding high standards of quality and precision and providing opportunities for professional growth and development.

SKILLS & ABILITIES

- Sales & Marketing
- Team Building and Strategic Management
- Report Writing and Documentation
- Digital Communications
- Administration
- Financial Management
- Marketing
- Operations
- Client servicing
- Financial statements
- Digital Customer Care Service
- MS office
- Advance typing speed – 50 wpm

PROFILE

A business graduate from multi-cultural working environment with proven leadership and organizational skill who is highly motivated and result oriented administration and communications resource, having skills to take the job towards the growth. I have proven abilities of communications, general administration, sales, marketing and effective leadership through commendable performance.

Career Snapshot

Senior Officer, Sales & Recovery NAMSS Motors Ltd.	Jan - July 2020
Internship, Customer Care Service Digital Daraz Bangladesh	Oct - Dec 2019
National Volunteer, UKAID-NCS Project VSO Bangladesh	Apr - Jul 2018

EDUCATION

Master of Business Administration (MBA) Major in Management CGPA- 3.06 (Out of 4) National University of Bangladesh	2020
Bachelor of Business Administration (BBA) Major in Management CGPA- 2.68 (Out of 4) National University of Bangladesh	2019

PROFESSIONAL CERTIFICATIONS

- Training on Report Writing and Documentation
- Training on Digital Customer Care Service and Development
- Training on Computer Hardware & Networking Troubleshoot
- Active Citizens Youth Leadership Training (ACYLT)

EXTRA-CURRICULAR ACTIVITY

Team Leader, Shadesh Project Plastic Initiative Network <i>Worked on environmental program with US Embassy Dhaka</i>	Jan 2018 – Dec 2019
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EXPERIENCE DETAILS

Senior Officer, Sales & Recovery
NAMSS Motors Ltd. | Phulpur, Mymensingh

Jan - July 2020

Key Result Areas:

- Conducted 5 (Five) sales campaigns with local dealer in order to increase the sales;
- Sold out 34 (Thirty Four) CNGs in cash and over installment and it recovered as well in the period;
- Collected total 42.3 lacs BDT due to installment within 5 (Five) months from my work station;
- Monitored and maintained documentations along with the staffs of 2 (Two) dealers in Mymensingh Division.

Internship, Customer Care Service Digital
Daraz Bangladesh | Dhaka

Oct - Dec 2019

Key Result Areas:

- Assisted digital customer care service team as required and developed the online content in order to serve the highest quality of service to its customer for online shopping;
- Solved more than 2000 (Two Thousand) case on EMI online purchasing in Daraz's biggest sales event 11.11 campaign.

National Volunteer, UKAID-NCS Project
VSO Bangladesh | Shyamnagar, Satkhira

Apr - Jul 2018

Key Result Areas:

- Monitored and updated expense and budget paperwork as required for the project;
- Build and led a twenty people team to work on social awareness in order to protect the environment;
- Conducted 2 (Two) action research on adolescent girls and reproductive health;
- Organized 32 (Thirty Two) sessions on WASH and developed 26 (Twenty Six) entrepreneurs on poultry as livelihood in local community.

REFERENCE

Md. Aminul Islam
National Sales Manager
NAMSS Motors Ltd.
Phone: +880 1313 057 911
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Md. Labib Tazone Utshab
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MedGlobal Bangladesh
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Declaration: I do hereby declare and certify that all information stated above in this CV's true and complete to the best of my knowledge and belief.