

# MD. Abul Bashar Raju

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HR  
Bangladesh Honda Private Limited

Dear Concern,

Good evening.

I'm writing this letter to officially apply for the position of Assistant - Sales Planning (Claim Settlement & Promotion Quality) that has recently opened up within your company.

As a performance-driven and dedicated sales professional with extensive experience in different aspects of this role, I believe that I could be a great contribution to your team and the whole organization. Moreover, I think it would be an excellent opportunity for me to grow both personally and professionally.

I majored in marketing and I have been spent last three years working as Sales Coordinator. During this time I have gained experience in operation & back office support management. I also understand the importance of maintaining confidentiality when it comes to client and company information.

I would also like to inform you that my job involved back-office work at the desk and I was responsible for doing extensive research & reports in current business trend. Based on my studies, I lend my support to the team in hitting monthly and annual targets of the organization. In addition, I am adept at the planning and coordination of events and the development and management of budgets.

I have attached my up-to-date resume for your further review and would deeply appreciate the chance to meet with you in person. Thank you for your time and consideration.

Sincerely,

Md. Abul Bashar Raju  
Enclosure: Resume

## Md. Abul Bashar Raju

**Address:** Joy Mansion, House: 5, Road: 12/1, Block: E, Section: 12, Pallabi, Mirpur, Dhaka – 1216

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**LinkedIn:** [linkedin.com/in/rajbashar](https://www.linkedin.com/in/rajbashar)



**Career Summary:** Started career on customer service of Grameenphone Ltd. Later on, worked on B2B sales, marketing & business development. Currently performing as the coordinator of sales department, along with the role of admin.

**Objective:** To work as a Professional of any local or multinational organization, where my influential, situational and transformational leadership skill, communication skill, problem solving skill, innovative ideas and working experiences can be utilized to assure scalable business growth with functional excellence.

### Proficiencies:

- Strong communication skill
- Time management
- Proficient in typing Bangla & English
- Critical thinking & creativity
- Situational leadership
- Business analysis
- Excellent user of ERP software
- Proficient in MS office applications
- People management
- Valid license holder for riding motor bike

### Working Experience:

**1. Organization Name:** Edison Group (Symphony Mobile)

**Website:** [www.edison-bd.com](http://www.edison-bd.com)

**Designation:** Sales Coordinator



**Duration:** From Apr'18 to till now

### Job Responsibilities:

- Dedicated as admin for sales software.
- Auditing travel allowance bills.
- Responsible for preparing, analyzing & sharing different sales reports.
- Performance evaluation of sales personnel.
- Operation & back office support management.
- Marketing sales window for cross departmental communication.
- Protocol officer under group admin to supervise safety & security of assigned floor.
- Communication with retailers on behalf of Sales, Marketing & Commercial.
- Introduction training to the new sales personnel.
- Responsible for organizing different meetings & events.

### Achievements:

- Stock accuracy between sales software & dealer house stock.
- Information up gradation of more than 18 thousand retailers in a single sales software for live retail stock.
- More transparency on local conveyance auditing of sales personnel.

### Awards & Appreciations:

- Quick execution award on national sales conference of year 2019.

**2. Organization Name:** Building Technology & Ideas Ltd.

**Website:** [www.btibd.com](http://www.btibd.com)

**Designation:** Business Development Executive



**Duration:** From Apr'17 to Apr'18

### Job Responsibilities:

- Collecting potential leads.
- Market intelligence about competitors.
- Visiting field for finding prospective lands.
- Preparing the development plan of land.
- Feasibility study in new areas to expand future business.

**Achievements:**

- Successfully completed the signing for development of two lands on premium area of the capital.

**3. Organization Name:** Initvent Consulting Services Ltd.**Website:** [www.initvent.com](http://www.initvent.com)**Designation:** Marketing Executive**Duration:** From Mar'16 to Oct'16**Job Responsibilities:**

- Finding new sources of clients and promoting service to them.
- Maintaining relationship with existing clients, with regular communication.
- Creating Project Proposals, Sales Proposals and other Business Development Proposal documents.
- Executing the sales plan and activities as decided by the top management of the company.

**4. Organization Name:** Property Care Services Bangladesh (Pvt.) Ltd.**Website:** [www.pcs.com.bd](http://www.pcs.com.bd)**Designation:** Executive, Sales & Marketing**Duration:** From Jan'15 to Aug'15**Job Responsibilities:**

- Finding new sources of clients and promoting the security service to them.
- Maintaining relationship with existing clients, with regular communication.
- Assisting operation & logistics team.
- Inspecting sites.
- Recruiting, supervising & training new guards.

**5. Organization Name:** Grameenphone Ltd.**Website:** [www.grameenphone.com](http://www.grameenphone.com)**Designation 1:** Senior Apprentice (Part Time)**Designation 2:** Customer Service Manager (Part Time)**Duration:** From Oct'12 to Oct'13**Duration:** From Oct'08 to Sep'12

grameenphone

**Job Responsibilities:**

- Providing after sales services over the phone.
- Identifying & solving problems.
- Keeping feedback from the subscribers.
- Providing hands on training to the new recruits.
- Creating sales opportunity.
- Introducing new features to the subscribers.

**Academic Qualification:**

- Bachelor in Business Administration, major in Marketing) from East West University with CGPA 2.89 out of 4.00 in 2013
- HSC in Business Studies from Notre Dame College Dhaka, With GPA 5.00 out of 5.00 in 2006
- SSC in Business Studies from Rajarbagh Police Line High School With GPA 4.56 out of 5.00 in 2004

**Co-Curricular Activities & Achievements:**

- Ex-organizer & performer of the Poetry and Drama Club (EPDC) & Sangskritik Shangha of East West University (Currently ECPA).
- Honored by life time membership from Notre Dame Rover Group.
- Achieved "Perfect Attendance Certificate" from Notre Dame College, Dhaka.
- Ex-cricketer of Mirpur Cricket Academy & Talent Hunt Cricket Academy.

**Soft Skill:** Teamwork, convincing, inspiring, influencing, negotiation, leadership skill.**Language:** Fluent in Bangla and English**Personal Information:**

- Date of Birth: 2<sup>nd</sup> September, 1989
- National ID No: 599 222 8931

- Blood Group: A (+ve)
- Marital status: Married

**References:**

1. Md. Murad Chowdhury, HR Head, Epic Group (www.epichk.com)  
Phone: 01755626297, Mail: [murad.chowdhury@epicbd.com](mailto:murad.chowdhury@epicbd.com) / [murad.iub@gmail.com](mailto:murad.iub@gmail.com)
2. M. A. Hanif, Sales Director, Edison Group (www.edison-bd.com)  
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