

## **SK. SAMIL SAKI**

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### **Statement:**

Looking for a suitable position, where inner potential can be proved, optimistic mind could reveal its own color rather than the means of making life meaningful and satisfying. I do believe that my academic degrees have provided me the necessary knowledge to address any challenging situations having an insight to see through complex real-life problems.

### **Professional Experience:**

#### **Sr. Executive (Business Development), Base IT Solutions Ltd – (August, 2020 to Continue)**

- Understand customer's Web and E-commerce requirements or specific business needs.
- Provide web and e-commerce solutions to potential corporate clients.
- Domain and Hosting management for clients.
- Strategic planning to improve client results.
- Establishing and overseeing internal and external budget between company and client.
- Developing quotes and proposals for clients.
- Demonstrate IT products and gain new markets.
- Ensure the highest quality of product are being produced and fulfill the needs of client.
- Organizing meetings, creating support material and preparing follow up reports.
- Knowledge in key areas of marketing (SEO, Social Media, Email marketing, SMS marketing).

#### **Sr. Executive (Business Development & Maintenance), Oriental Services AV [BD.] Ltd – (January, 2017 to May 2020)**

- Contacting clients to establish rapport and arrange meetings.
- Prepare Tender(e-GP) documentation (Consumer Electronics).
- Developing quotes and proposals for clients.
- Planning and overseeing new marketing initiatives.
- Organizing meetings, creating support material and preparing follow up reports.
- Product Servicing and Maintenance.
- Represent company into different corporate events, universities, ICT expo etc.
- Researching organizations and individuals to find new opportunities.
- Scheduling and monitoring timely delivery of proposal components.
- Attending conferences, meetings, and industry events.
- Developing goals for the development team and business growth and ensuring they are met.
- Training personnel and helping team members develop their skills.

### **Certification:**

- Excel Skills for Business: Essentials – **Coursera.**
- Digital Product Management: Modern Fundamentals – **Coursera.**
- The Fundamentals of Digital Marketing – **Google Garage.**
- Successfully completion of Internship at **Ashuganj Power Station Company Limited.**

**Training & Workshops:**

- Worked as an intern in **Ashuganj Power Station Company Limited** (APSCL) in 2016.
- Worked as a monitor in **LFE** (Live Field Experience) at **Bogra RDA** in 2015.
- Educational Tour at **Rahimafrooz** Renewable Energy Ltd in 2015.

**Skills:**

- Presentation and communication.
- Leadership.
- Adaptability and Flexibility.
- Team-working.
- Creativity.
- Time Management.
- Decision Making.

**IT Literacy:**

- Online & Social Media Marketing.
- Adobe Illustrator, Photoshop.
- Google Sheets, Google Drive.
- AutoCAD.
- MS Office.

**Education:**

Academic Qualification	Concentration	Institute	Passing Year	Result
Master's in Business Administration	Marketing	University Of Information Technology And Sciences	2019	3.18 out of 4
Bachelor in Science	Electrical and Electronic Engineering	Independent University, Bangladesh	2016	3.12 out of 4
Higher Secondary School Certificate	Science	SKBZ Bangladesh Islamia School, ABU-DHABI, U.A.E	2010	3.90 out of 5
Secondary School Certificate	Science	SKBZ Bangladesh Islamia School, ABU-DHABI, U.A.E	2008	4.88 out of 5

**Reference:****Md. Altaf Hossain**

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