



Sudipto Basak Shuvo

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ABOUT ME

I am a person who has moderate preference of Extraversion over Introversion. Teamwork, faith, optimism, integrity and focus- these are my strengths. I want to see myself as a Marketing Professional in order to utilize my administrative, marketing, and interpersonal skills with accuracy and efficiency while maintaining a motivated, productive, and goal oriented environment for the entire professional team on board while maintaining extensive customer loyalty.

EXPERIENCE

➤ SALES EXECUTIVE

Runner Automobiles Ltd

Duration: Dec'19 – Present

Location: Jaldhaka, Nilphamari.

- Initiating different sales force management program to achieve both short term and long term sales target.
- Analysed market and identified opportunities by formulating and implementing new ideas to increase sales and attract customers
- Organized events to promote sales and took customers to site visits

➤ MARKETING OFFICER

PRAN-RFL Group

Duration: May'16 – May'19

Location: PRAN-RFL Centre, 105, Middle Badda, Dhaka.

- Dealing with customer service, sales.
- Marketing products and promotional offer.
- Creating analytical report and meeting with other officers for discuss business ideas.
- Handled sales and assisted customers with payment plans set up and payments.

References

Mr. Pradyut Kumar Sarkar

Commissioner of TaxesTaxes

Appeal Zone-1, Segunbagicha, Dhaka

Email: psarkar1964@gmail.com

Phone: 01711149790

EDUCATION

Masters Of Arts (English)

Institute: National University

Result: **2nd Class**

Passing Year: 2013

Bachelor Of Arts (English)

Institute: National University

Result: **2nd Class**

Passing Year: 2012

HSC (Higher Secondary Certificate)

Year of Passing: 2008

GPA: **4.80** out of 5.00

Group: Commerce

Institute: Saidpur Cantonment Public School
College, Nilphamari.

SSC (Secondary School Certificate)

Year of Passing: 2006

GPA: **4.56** out of 5.00

Group: Science

Institute: Osmanpur High School.

TECHNICAL SKILLS

MS Word, MS Excel, MS Power Point,

Adobe Photoshop, Illustrator.

E-mail and Internet Browsing.

SOFT SKILLS

- Time management skills
- Good presentation and communication skills
- Ability to motivate others
- Hardworking
- Dedicated towards any task assigned