

Resume Of Md. Jewel Rana

House-53, Road-12
P C Culture Housing Society Adabor, Dhaka-1207.
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Summary:

Business development are concerned with improving and growing a business, by establishing and developing relationships with customers, suppliers, and other partners

Highlights:

- Develop new customer
- Maintain liaison with existing & potential customers.
- Identify new business opportunity
- Create database of the customer.
- Establish Brand in the market.
- Have to visit market on regular basis
- Negotiation & Rate Confirmation
- Developing in-depth knowledge of our services and products.

Professional Experience:

Devnet Limited | www.devnetlimited.com

Associate Manager (October 1, 2017 - Continuing)

Department: Business Development

- Core responsibility of my job is to prepare tender, monitor, keep record and other relevant assigned task against EOI, RFP, RFQ, RFI e-GP tender Presentation.
- Work with management to develop and implement business development strategy for a defined territory.
- Coordinate with management and clients to identify business development opportunities with existing and new clients.
- Work with the team to achieve short- and long-term revenue and profit growth.
- Update and maintain customer information database on regular basis.
- Participate in meetings to report business prospect and status updates to management and clients.
- Own all plans and strategies for developing business and achieving the sales goals.
- Write bids, proposals, brochures and various other business informational letters.
- Weekly sales/ activity report to reporting boss.
- Follow up with clients through phone call, e-mail, physical visit basis to generate sales.
- Sales planning and Target based sales achievement.

LankaBangla Finance Ltd. | www.lankabangla.com

Trainee Business Executive (January 15, 2017-September 30, 2017)

Department: Liability.

Duties/Responsibilities:

- To perform and achieve monthly target as well as yearly, Maintenance a business portfolio,
- To visit valued corporate clients and pursue them, to collect Retail & Corporate fund,
- To attend various meeting with clients, Preparation of client visit plan and program regularly.

Kohinoor Garments Industries LTD.

Executive- Admin & Compliance (January 1, 2014 - December 31, 2016)

Company Location: Hemayetpur, Savar, Dhaka.

Department: Admin & Compliance

- Assist in developing implementing, maintaining and reviewing of company policies, rules and regulations in compliance with all applicable employment laws, statutes and regulations.
- Assist in the identification and analyses of staff training, development and career support needs.
- To maintain liaison with local govt. offices (DC, Industrial Police, RAB, Labor office, Local electricity supplier, BKMEA etc.).

Al-Arafah Islami Bank Limited | www.al-arafahbank.com

Internship (21st May to 21st August, 2011)

Mohammadpur krishi Market Branch Dhaka.

Department: General banking

Duties/Responsibilities:

- Account open, Check clearing, deposit etc.

Training

1. Successfully completed Training on National e-Government Procurement (e-GP) System as Registered Tenderer (RT) Organized by Central Procurement Technical Unit (CPTU) under Implementation Monitoring and Evaluation Division (IMED).
2. Successfully Participated in the Online Workshop on “Overview of Government Procurement System for Services” Virtual Training Session conducted by BANGLADESH ASSOCIATION OF CALL CENTER & OUTSOURCING (BACCO).
3. Successfully Participated in the Online Workshop on “Mastering Your Communication Skills” Virtual Training Session conducted by BANGLADESH ASSOCIATION OF CALL CENTER & OUTSOURCING (BACCO).
4. Successfully Participated in the Online Workshop on “Occupation Health & Safety” Virtual Training Session conducted by BANGLADESH ASSOCIATION OF CALL CENTER & OUTSOURCING (BACCO).
5. I had been registered (**Registration No: 0400032446**) and completed the training course on “Customer Support and Services” under the project of SEIP (Skills for Employment Investment Program)
6. Completed Training Program on Bangladesh Hi-Tech Park Authority (OSS) Investor Training.

Education

Master of Business Administration (MBA)
Stamford University Bangladesh
Pas. Year- 2016

Bachelor of Business Administration (BBA)
Asian University of Bangladesh
Pas. Year- 2011

Extracurricular Activities

Participated The longest single line of moving bicycles consists of 1,186 cycling, achieved Guinness World Record of forming the world's longest single line of moving bicycles. during an event organized by BD Cyclists (Bangladesh), in Dhaka, Bangladesh, on 16 December 2016.

Personal Information

Father's Name	: Md. Ibrahim Mia
Mother's Name	: Monju Begum
Date of Birth	: 1 January 1988
Nationality	: Bangladeshi (By Birth)
Religion	: Islam (Sunni)
Height	: 5'-8"
Blood Group	: A (+) Ve
Sex	: Male
Marital Status	: Married
E-TIN No	:438912742567
Driving Licence	:DK0463334CL0001

Reference

References are available upon request

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Md. Jewel Rana
(05/06/2022)