



S. M. Toufiqur Rahman

Executive, Sales Operation

S U M M A R Y

To obtain a creative and challenging position in an organization where I will utilize my sales, marketing and operations skills and experiences to achieve success of the organization with gaining carrier growth through a continuous learning by doing process.

E X P E R I E N C E

Executive, Sales Operation

MGH Group

1. Coordinate Brand Promoters, make their performance report, instruct them constantly to develop new sale.
2. On boarding of CNG, Moto and Cars in the OBHAI platform through seeding mobile, vehicle papers verification, registration and training.
3. Maintain liaison with CNG drivers for retail sale. Garage managers and owners for corporate sale.
4. Provide assistance to the drivers and owners for all sort of mobile, app and sim related problems.
5. Recover any amount of receivable and penalty.

Operations Executive

Enosis Solutions

1. Train and manage 'Data Processing Executive' team. Assign and evaluate their tasks.
2. Potential customer hunt, update existing customer's database, lead generation, lead management, set follow-up, data analysis, research social media and different websites for different types of information and put these information into Microsoft dynamics CRM.
3. Prepares reports by collecting, analyzing, and summarizing different types of information.

Territory Merchant Officer

Bkash

1. Visiting different business enterprises for promotional activities of Bksah Merchant services.
2. Collect trade license, bill copy etc. from different business enterprises to add them in Bkash platform.
3. Meeting with customer in different places to find out optimum result and building a better relationship.
4. Submitting daily, weekly, monthly activity reports to supervisor.



2019/11
-Present

2015/06-
2019/10

2013/11-
2014/02



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SKILLS

Team Managing

Training

Communication

Planning

Microsoft Office

Lead Generation

Web Research

RELATED COURSWORK

- ✓ Marketing Management
- ✓ Consumer Behavior
- ✓ Marketing Research
- ✓ Integrate Marketing Communication
- ✓ Sales Management
- ✓ Brand Management
- ✓ International Marketing
- ✓ Supply Chain Management

LANGUAGE

- Bangla
- Writing
- Speaking
- English
- Writing
- Speaking

EDUCATION

East West University

MBA in Marketing
CGPA: 3.25 / 4.00 scale

East West University

BBA in Marketing
CGPA: 3.05 / 4.00 scale

Government P. C. College

HSC in Business Studies
GPA: 3.80 / 5.00 scale

Batiaghata H.Q. Secondary School

SSC in Business Studies
GPA: 4.56 / 5.00 scale

FIELD OF SPECIALIZATION

1. Sales activity cultured from former company and running concern.
2. Presented projects on different topics in front of diversified audiences.
3. Search Engine, Research, Email, Social Media. Sales Navigator.
4. Computer Skills in all Microsoft office modules, Dynamics CRM, SPSS.
5. Proficient in reading, writing and speaking in Bengali and English.
6. Business, Management, Marketing, Operation Related Support Services
7. Tele marketing activities for direct sales and customer satisfaction feedback.
8. Retail sales through physical visit and global sales through sales navigator.

REFERENCE

Family

Md. Abdul Gaffer
Wing Commander
Bangladesh Air Force
Dhaka
Cell: 01611423327

Academic

Md. Ziaul Haque
Senior Lecturer
East West University
Dhaka
Cell: 01818333648

Professional

Md. Saleem Hasan
Operations Manager
Enosis Solutions
Dhaka
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Exam Year
2018

Exam Year
2014

Exam Year
2009

Exam Year
2007

