



Md. Shariful Islam

📍 144/3, Jonaki Road, Ahmad Nagar, Mirpur, Dhaka-1216.

☎ +88 01911140150, +88 01518373718

✉ sharifulislam27march@gmail.com

in [linkedin.com/in/shariful-islam-441313111](https://www.linkedin.com/in/shariful-islam-441313111)

Objective

To work in the Sales and Distribution department of different local or multinational companies of Bangladesh and grow rapidly with increasing responsibilities.

Professional Skills and Language

- Hard worker, Quick learner, Strongly Punctual and have a zeal for learning new things.
- Have passion for working, dealing with people and have the ability to assume responsibility.
- Proficiency in MS Office including Excel, Word, Access, Presentation and Outlook.
- Advanced skill in MS Excel (Lookup, VLookup functions, Pivot-Table, Graphs & Charts etc.)
- Sound knowledge about MS Visio, SQL, HTML5.
- Working experience on many types of Software, Photoshop, Hardware troubleshooting.
- Having an experience to handle ERP (Customized).
- Great typing Speed in English & Bangla via Bijoy & Avro.
- Mother tongue – Bangali. Fluent in Bangla and **Business and Communicative in English**.

Experience

June 1, 2017 - Continuing

Officer - Sales Admin (Head Office – Uttara Jashimuddin)

Reporting to: Sr. AGM (Sales & Distributions)

Quality Breeders Limited (A sister concern of Quality Feeds Ltd.)

Company Business: Day One Chicks, Boiler Meats, Eggs, Poultry Feeds, Fish Feeds etc.

Main Duties/Responsibilities:

- Collect information from the Field Force and analyze it.
- Process Delivery Order (DO) as soon as possible.
- Verify the payment status against the DO and give Clearance.
- Prepare Invoice and Delivery Schedule and give it to Distribution Department for the product delivery.
- Collection entry, Deposit entry, prepares money receipt according to party/dealer collection.
- Handle questions or complaints and offer solutions to Dealers/Agents.
- DO correction and DO transfer as per Dealer/Agent requirements.
- Liaison with Central Distribution, Factory, Accounts, MIS etc. department effectively.
- Supervise the transportation in an accurate and timely manner.
- Work as per the method of system automation software/ERP (Customized) software.
- Check bills, vouchers, invoices & money receipts and other sales related documents.
- Ensure dealer Incentive, monthly reconciliation of Party Ledger & other Compensation related matters.
- Prepare Daily, Weekly & Monthly sales, achievement & collection report for management.
- Any other jobs as per requirement of the department.

December 4, 2016–May 31, 2017 (Contractual)

Customer Service Representative(Head Office – Khilkhet)

Reporting to: Team Leader (Operation)

Digicon Technologies Ltd.(An Inbound & Outbound call center)

Main Duties/Responsibilities:

- Manage large amounts of inbound calls in a timely manner.
- Identify customers' needs, clarify information, research every issue and provide solutions or alternatives.
- Frequently attend educational seminars to improve knowledge and performance level.
- Meet personal and team quantitative targets. Other duties as assigned.

April 1, 2012 – November 30, 2016

Coordinator

Reporting to: Principle

Umama Shishu Academy (An Educational Institution)

Main Duties/Responsibilities:

- Manage teacher's schedule, student's class routine & exam schedule.
- Collect student monthly fee, exam fee and other's fee.
- Prepare different types of documents and student's sheet.
- Manage different types of teacher's and guardian's meeting.
- Other duties as assigned.

Academic History

Master of Business Study on Marketing

Division: 2nd Division

Government Titumir College

Passing year: 2016

Bachelor OF Business Study on Marketing

Division: 2nd Division

Mirpur University College

Passing year: 2014

Higher Sencondary Certificate on Commerce

CGPA: 4.10 / 5.00

Al-Hera College

Passing year: 2007

Sencondary School Certificate on Commerce

CGPA: 3.50 / 5.00

Mirpur Govt. High School

Passing year: 2005

Training Summery

- Business Communication Skill Course from British Council arranged by Digilearn in January, 2017.
- Skills for Employment Investment Program Course from BACCO arranged by Digilearn in December, 2016.
- C# Programming Course from IDB-BISEW under IDB-BISEW IT Scholarship Program in June, 2016.
- Computer Fundamental Course from IDB-BISEW under IDB-BISEW IT Scholarship Program in April, 2016.

Extra Curriculum Activities

- An active blood donor and also a member of "Quantum Foundation".
- A member of art club of Al-Hera College.
- Cadet Sergeant of Bangladesh National Cadet Corps.
- Worked in many part time events such as Voter List, Holding Tax, Election agent as Team Leader.
- Class captain role when I was in class seven to ten.

Personal Details

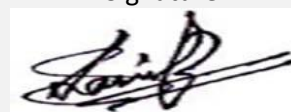
Father's Name	: Md. Amir Hossen
Mother's Name	: Joynob Byby
Date of Birth	: 27 th March, 1990
Marital Status	: Married
Nationality	: Bangladeshi
National ID	: 19902694812001244

References

Md. Motahar Hossain Musa Senior AGM Quality Breeders Limited Mobile: 01755631166 Email : gblmusa@gmail.com	Md. Kamrul Hasan Senior Instructor IDB-BISEW Mobile: 01711026012 E-mail: khasan@raihanaconsulting.com
---	---

I, the undersigned, certify that to the best of my knowledge and belief, these resume correctly described.

Signature



(Md. Shariful Islam)