

A. H. M. GOLAM SAKLAYEN

Address: House: 1464 (Hasna Villa), Road: 03, Block: B, Aftabnagor, South Anandonagor, Badda 1214.
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Career Objective:

“I would like to grow in an enlightened organization as an accounts executive where the combination of my experience and enhanced educational and professional training skills can help in achieving the goals of the company. I would like to explore my potential and sense of responsibility for the benefit of the organization.”

Career Summary:

To help manage sales and marketing activities of LEADS Training & Consulting Ltd’s Training services. Help ensuring consistent, profitable growth in sales revenues through positive planning and deployment. Identifies objectives, strategies and action plans to improve short- and long-term sales and earnings

Employment History:

Total Year of Experience : 1Year and 7 Months

1. Executive- Sales & Marketing. (July 10, 2016 - Continuing)

LEADS Training & Consulting Ltd.

Company Location: Rupayun Trade Center (16 & 17th Floor), 114 Kazi Nazrul Islam Avenue, Bangla Motors, Dhaka-1000.

Major Responsibilities:

1. Explore current market trends and opportunities for existing and new services belonging to Training Service
2. Maintaining and developing relationships with existing and new customers via arranging meetings, telephone calls and email
3. Visit different corporate houses to promote/sale training services every day
4. Analyze their individual demands and seek realistic ways to meet their demands with reasonably strong satisfaction
5. Coordinate proper company resources to ensure efficient and stable sales results
6. Work with clients and prospects to develop project scope and approach; regularly interface with senior level executives at the client end
7. Coordinate seminars and workshops under different projects of the client’s
8. Ensure administrative support and necessary documentations
9. Update job knowledge by participating in educational opportunities; maintaining personal networks; participating in professional organizations
10. Prepare estimated & actual costing for the upcoming training
11. Prepare yearly business plan and update business plan monthly basis
12. Follow and achieve department’s sales goals on a monthly, quarterly and yearly basis
13. Handling the data collection, promotion & advertising activities
14. Any other works time to time assigned by Line Manager

2. Executive- Sales & Marketing (February 1, 2016 - May 31, 2016)

Unisoft Systems Limited

Company Location: House # 53, Road # 06, Block# C, Niketon, Gulshan-1, Dhaka 1212.

Major Responsibilities:

1. Explore current market trends and opportunities for existing and new services belonging to software Services
2. Maintaining and developing strong relationships with existing and new customers via arranging meetings and telephone calls
3. Visit different corporate houses and shopping outlets to promote/sale training services every day
4. Follow and achieve department’s sales goals on a monthly, quarterly and yearly basis
5. Coordinate seminars and fairs under different projects of the client’s
6. Maintain and submit the required record and report
7. Handling the lead generation, promotion & advertising activities to the potential clients
8. Any other works time to time assigned by Line Manager

Special Qualification:

- Able to influence associates and supervisor in very professional manner
- Deliver quality work under pressure and meet deadline
- Good presentation abilities
- Good problem solving skills
- Polite, respectful and courteous Manner

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|-------------------------------------|---------------------------------|----------------------|--------------------|----------|----------|
| Master of Business Administration | Accounting & Information System | University of Dhaka | CGPA:3.25 out of 4 | 2017 | 2 |
| Bachelor of Business Administration | Finance | East West University | CGPA:2.97 out of 4 | 2014 | 4 Years |

Training Summary:

1. **Training Title: MS Excel: Advanced Data Analysis & Dashboard Reporting**

Institute: LEADS Training & Consulting Ltd

Major Topics Covered:

| | | |
|---|--|--|
| Data summarization and interaction | Pivot tables, pivot charts and slicers | Form controls and linking with charts |
| Dynamic graphical or visual presentation | Advanced conditional formatting in dashboard | Protect and validate dashboard report and raw data |
| Project session to build an interactive live dashboard report | | |

2. **Project Management: with PMP Certification Exam Preparation**

Institute: LEADS Training & Consulting Ltd

Major Topics:

| | |
|--|---|
| Introduction of a Project and Project Management | Project Initiation and Integration Management |
| Project Scope Management | Project Time Management |
| Project Cost Management | Quality Management |
| HR Management | Communication Management |
| Risk Management | Procurement Management |
| Stakeholder Management | |

Career and Application Information:

Looking For : Mid-Level Job
Available For : Full Time
Present Salary : Tk. 23000

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bengali | High | High | High |
| English | High | High | Medium |

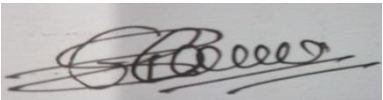
Personal Details :

Father's Name : MD. SOLAIMAN ALI
Mother's Name : MOST. SAHIDA AKTAR
Date of Birth : October 4, 1992
Gender : Male
Marital Status : Single
National Id No. : 19928128208000009
Religion : Muslim
Permanent Address : Village: Kanthalbaria (Six Building), Ward: 07, Post: Puthia, Police Station: Puthia, District: Rajshahi 6260.

Reference (s):

| <u>Reference: 01</u> | | <u>Reference: 02</u> |
|-----------------------------|----------------------------|--|
| Name | : MD. ASHRAF HOSSAIN | MD. SHAKIB HOSSAIN SHUVO |
| Organization | : The City Bank Limited | East West University |
| Designation | : Senior Vice President | Senior Lecturer |
| Address | : 6/A Dhanmondi, Dhaka. | A/2 Jahurul Islam City, Aftabnagor, Dhaka 1219 |
| Mobile | : 01711833721 | 01924722441 |
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Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.



A.H.M. GOLAM SAKLAYEN