

Sakib Ahmed

Present Address: House# 25, Flat# 5(B), Road# 1, Block# B, Section# 1,
Mirpur, Dhaka.

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Email: sakibahmedsujan@gmail.com



Objective

To apply my academic knowledge in the development sector where my leadership, communication skills, subject knowledge and related practical skills will be maximized for the development of the organization and the development of their people.

Work Experience & Responsibilities

- 1. South Bangla Computers - Business Development Executive** (1st August 2021- Present)
 - Attracting new clients by innovating and overseeing the sales process for the business.
 - Strong customer service and sales skills for generating leads.
 - Strong communication and interpersonal skills for building meaningful relationships with clients.
 - Identifying and researching opportunities that come up in new and existing markets.
 - Communicating with clients to understand their needs and offer solutions to their problems.
 - Reviewing clients' feedback and implementing necessary changes.
 - Working with team members to identify and manage company risks that might prevent growth.
 - Creating positive, long-lasting relationships with current and potential clients.
 - Organizing sales visits.
- 2. Tori Clothing – Sales Manager** (1st May 2018- 31 March 2020)
 - Manage daily administrative tasks to ensure the business runs smoothly.
 - Maintaining accurate customer data.
 - Aiming to achieve monthly or annual targets.
 - Prepare regular sales forecasting reports.

Education

- **Masters of Business Administration (MBA)**
Institution: Dhaka College, Dhaka.
Concentration: Major in Management.
CGPA: **3.13** (In scale of 4)
Passing Year: 2018
- **Bachelor of Business Administration (BBA)**
Institution: Dhaka College, Dhaka.
Concentration: Major in Management.
CGPA: **2.90** (In Scale of 4)
Passing Year: 2017
- **Higher Secondary Certificate (HSC)**
Institution: Haji Lal Mia City College, Gopalganj
Concentration: Business Studies
GPA: **5.00** (in scale of 5)
Board: Dhaka
Passing Year: 2012

- **Secondary School Certificate (SSC)**

Institution: Swarnakoli High School, Gopalganj
Concentration: Business Studies
GPA: **5.00** (in scale of 5)
Board: Dhaka
Passing Year: 2010

Professional & Other Training

- Professional Training on Entrepreneurship Development issued by BSCIC.
- Professional Training on Computer Office Package and Internet Browsing issued by BSCIC.
- Professional Training on Digital Marketing issued by Bangladesh Computer Samity.
- Expertise in Motor Bike Driving. Have a driving license issued by BRTA.
- Participated in many debates as a debater.

Personal Information

Father's Name	:	Liakat Ali.
Mother's Name	:	Salina Parvin.
Date of Birth	:	10 th March 1995.
Permanent Address	:	Vill: Islampara, Thana: Gopalganj Sadar, Post: Gopalganj, District: Gopalganj.
Nationality	:	Bangladeshi.
National ID	:	4640061620
Religion	:	Islam.
Blood Group	:	"O" –ve.
Marital Status	:	Single.

Reference

- **Mir Yeaseen Islam,**
Sales Executive, Branch In-Charge.
Nitol Motors LTD.
Sadar Road (Infront of Bus Terminal), Joypurhat.
01708-487686.
yeaseen77@gmail.com
- **Nashif Ahmed (Rana),**
Product Manager (Tenda).
South Bangla Computers.
100, Parjoar Bhaban, Elephant Road, Dhaka.
01721-533844.
nasif@southbanglabd.com

Declaration

I am Sakib Ahmed, hereby affirm that the information complied above is precise and accurate, I can submit all of my documents if required.

(Sakib Ahmed)