

Md.Tofayel Ahmed

Begumgonj, Chowmuhani, Noakhali.

01761-874287

tofayelkhan0@gmail.com



Career Object

To enter in a well-reputed organization in a suitable position, having the intention to work with dedication honest, sincerity and to learn grow and eventually take greater responsibilities and to face the challenge of the time and to gain experience and skill successful career.



Employment History

Uttara Motors Ltd. (2014 – at present)

Company Name : Uttara Motors Ltd.

Position : Sr. Executive (Sales-2W)

Duration : June 01, 2014 to Till Now



Madhobpur Bajaj (2010 - 2014)

Company Name : Madhobpur Bajaj

Position : Shoroom Manager (Sales)

Duration : July 01, 2010 to May 30, 2014

New Kharnaphuli Autos (2008 - 2010)

Company Name : New Kharnaphuli Autos

Position : Showroom Manager (Sales)

Duration : Feb 01, 2008 to May 30, 2010



Education

Master of Social Science (MSS)

Name of Exam : Master of Social Science (MSS)

Group/Subject : Social Science

Division/Class : 2nd Class

Passing Year : 2014

Institute : Syed Sayeed Uddin University College

Board/University : National University



Bachelor of Social Science (BSS)

Name of Exam : Bachelor of Social Science

Group/Subject : Social Science

Division/Class : 2nd Class

Passing Year : 2011

Institute : Syed Sayeed Uddin University College

Board/University : National University



Higher Secondary Certificate (HSC)

Name of Exam : Higher Secondary Certificate (HSC)

Group : Business Studies

GPA : 3.00

Passing Year : 2007
Institute : Zilani Chisti College
Board/University : Cumilla.

Secondary School Certificate (SSC)

Name of Exam : Secondary School Certificate (SSC)
Group : Business Studies
GPA : 3.44
Passing Year : 2005
Institute : Janata High School
Board/University : Cumilla.



Special Skills

- Interpersonal skills.
- Have the ability to work independently.
- Communication and motivation.
- Commercial awareness.
- Can work with people of all level.
- Problem solving and decision making.
- Efficient management ability.
- Have ability to do work under pressure any circumstances.
- Increases profitability.



Training

- Curriculum of 2W Sales Man Level-1 (Bajaj international Academy-India)
- Curriculum of 2W Sales Man Level-2 (Bajaj international Academy-India)
- SAP (Systems Applications and Products in Data Processing)
- OSP (OSP is cloud based ERP solution)
- PSC (Probol Score Card)
- DCPS (Daily Collection & Payment System)



Job Responsibility

- ✓ Dealers Monitor.
- ✓ Monitor, CM, SR, SP, Executive TSO.
- ✓ Monitor sales administration.
- ✓ Customer & Distributor handling.
- ✓ Build-up excellent trade relation.
- ✓ Sales & Credit Recovery.
- ✓ Implement corporate planning & policies in the field level.
- ✓ Follow up depot/Distributors logistic.
- ✓ Network development of the are and execution BTL activities.



Computer Literacy

I am an efficient user of Computer as Ms Word, Excel, Access, Power Point etc.

Ability in Internet Browsing.



Commitment

- ✓ Commitment to the hard work.
- ✓ Commitment to take any challenging work.
- ✓ Energetic and innovative is manner.
- ✓ Need for achievement is high.
- ✓ Thrive to the job done.



Language Skill

Fluent in Reading, Writing, Speaking and Listening, both in Bengali and English Languages.



Personal Profile

Name : Md.Tofayel Ahmed
Father's Name : Delwer Hossain
Mother's Name : Sopna Begum
Date of Birth : 05 December 1989
Present Address : Begumgonj, Chowmuhan, Noakhali.
Permanent Address : Vill: Chandpur, P.O- Shaheb Bazar, P.S- Chandpur Sadar, Dist: Chandpur.
Nationality : Bangladeshi
Religion : Islam
Sex : Male
Marital Status : Married
Blood Group : A-
Height : 5 ft 6 inc
Weight : 65 Kg
Contact Number : 01761874287
NID Number : 6861084736
E-mail: : tofayelkhan0@gmail.com
FB ID : facebook.com/tofayel.khan.7



References

Md.Rezaul Karim
Deputy General Manager (DGM))
Runner Automobiles Ltd.
Tejgaon, Dhaka
Contact Number: 01730-405400

Golam Mostafa
Deputy General Manager (DGM)
Uttara Motors Ltd.
Tejgaon, Dhaka-1208
Contact Number: 01711-827082



Declaration

I certify that the above information is to the best of my knowledge true and correct.

Md.Tofayel Ahmed

Date: