

Md. Saidur Alam.

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E-mail: saidurbd.dhk@gmail.com

House:74 (5th Floor),Road:10,DIT project.
Merul Badda,Dhaka-1212



Career Objective

To pursue for a challenging and rewarding career in a reputed organization that offers the opportunity to perform responsibly for growth and development.

Strengths

- Energetic,
- Dynamic and of pleasant personality,
- Executive having ability,
- Responsibility and skill to work on own initiative in all atmospheres,
- Excellency in Business Communication.

Experience:

➤ **Sr.Manager**

Wholesale Team & SMS Marketing, Co-Ordinator

REVE Systems.

Full-time, Nov 2013 – Present

Duties and Responsibilities:

- Maintain organized sales records and report month-end goal setting to the senior management team
- Achieving growth and hitting sales targets by successfully managing the sales team
- Monitor and organize inventory while effectively tracking new services and products for sale
- Designing and implementing a strategic sales plan
- Meeting planned sales goals.
- Setting individual sales targets with the sales team.
- Coordinating with marketing on lead generation.
- Developing your sales team through motivation, counseling and product knowledge education.
- Promoting the organization and products.
- Understand our ideal customers and how they relate to our products

➤ **Asst. Manager**

Sales & Marketing Department

E-Soft Billing Pvt. Ltd.

Duration: 3 years

➤ **Internship:**

Bank: Shahalal Islami Bank

Branch: Dhanmondi

Topic: General Banking Division & Foreign Trade

Duties and Responsibilities:

- Always keep in touch with clients.
- Communicate with the clients.
- Maintenance of issue of Token, Cheque Books, Pay Order,
- Maintenance Account Opening
- Maintenance of Transfer Scroll Register & all the matters of Clearing.

Academic Qualification

MBA (Masters) Masters in Business Administration

University : **State University of Bangladesh**
Dhanmondi, Dhaka
Program : MBA (Major in Marketing)
Result : 3.02(out of 4.0)

BBA (Hons) Bachelor in Business Administration

University : **State University of Bangladesh**
Dhanmondi, Dhaka
Program : BBA (Major in Marketing)
Result : 3.05 out of 4.0
Passing year : 2010

Language Proficiency

Fluently speaking and writing Bengali & English.

Computer Literacy

MS Word, MS Excel, Power Point, Outlook, etc. Internet browsing & Downloading.

Extra Curriculum Activities

- Unit secretary of entrepreneur of business club in the University.
- Organizer the cultural programs.

Personal Interest

Reading books, watching movies, playing, traveling & spending times with kids.

Personal Information

Father's Name	:	Md. Abdur Rob
Mothers Name	:	Sajeda Begum
Date of Birth	:	15 th December 1986
Place of Birth	:	B.Baria
Nationality	:	Bangladeshi
Marital Status	:	Married
Height	:	5' 9"
Weight	:	77kg
Blood Group	:	B+

Permanent Address

House# E-2/R
AFCCL Housing Collone
Ashuganj, B.Baria.

References

AM Shakil Ahmed
Assistant Manager
Aarong Uttara
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Md. Kamrul Hasan
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I assure that the above-mentioned information is true & genuine to the best of my knowledge & belief.

Thanking you

Date:

Signature