



CV of Suman Sheikh

Address: House# 512, ibrahimpur,Cantonment ,Dhaka.

Tel: 01736006744/01681465654

Email: Sumansheikh1991@gmail.com

Twitter: @sumanSh99303877

LinkedIn: Suman Sheikh

Instagram: Sumansheikh1991

To build up career in challenging and rewarding position at a winning organization where creativity, sincerity, skill, and performance are the criteria for one's appraisal and recognition.

Special Qualification

1. Work well under pressure as part of a team
2. Well-groomed appearance
3. Polite, respectful, and courteous manners
4. Excellent written and verbal communication skills as well as strong time management skills.
5. Good attention to detail with a high level of accuracy
6. Responsible, efficient, flexible and Ability to work in a fast-paced, intense environment smoothly.
7. Highly capable of brainstorming and presenting new creative growth strategies.

“ Suman has the sales and Marketing ability and present incredible new and creative growth strategies.”

Engr Hilton Das
Managing Director
Arko Consultant

Career Summary

Focused and dedicated sales administrator officer with 3 years experience ensuring profitability through making strategies. Having proven experience in planning, coordinating policies and program. Area of expertise: 1. Having 5 years of corporate experience in reputed firm, organization and MNC level. 2. Maintaining effective client schedules, billing policies and office workflows. 3. Experience in high volume negotiation. 4. Statistical and tactical planning. 5. Analytical skill.

Work History

Office Sales Administrator (January 2, 2017 – Continuing)

Hyproc BD Ltd. It is multinational companies. Head office UK.
Company Location: Flat # 1C, H # 05, R # 04, DOHS,Banani ,Dhaka.

My main responsibilities include:

- Processing a high volume of product orders.
- Processing invoices for all sales transactions
- Checking prices and contracts are up to date.
- Reporting monthly sales results to the sales team.
- Supporting the sales force with general operations to help reach the teams objectives.
- Taking phone calls from customers.
- Communicating internally important feedback from customers.
- Processing staff timesheets.
- Dealing with and responding to high volumes of emails.

Work History (Continued)

Marketing Officer (June 1, 2015 - December 31, 2016)

Arko Consultant

Company Location : West Nakhhalpara,Tejgoan, Dhaka

My main responsibilities include:

- To forecast, new Initiative plan and execute sales plan.
- To liaise and building relationships with customers & contribute the strategic marketing plan to achieve company objectives.
- To building and maintaining contacts with the media.
- To support the manager, and other colleagues.
- to Discipline, task and target oriented and Maintain company culture.

Manager (January 2, 2014 - May 1, 2015)

ICare Apple

“ Suman is qualified to manage all the offices of the organization, works in a disciplined manner and strives to provide the best service to the client.”

Engr Romel
Managing Director
ICare Apple

Hobbies and Interests

When I'm not at work, I love going to the gym and keeping fit. I like running and traveling do. Sometimes I play cricket and read books.

Company Location : Green Road, Concept tower, Dhaka

My main responsibilities include:

- Helping to build good customer relations.
- Recruiting staff and doing appraisals.
- Arranging staff meetings, training and development.
- Handling complaints and queries (from customers and staff).
- Sorting security issues and Financial responsibilities.
- Arranging promotional events.

Asst Manager (October 1, 2012 - January 1, 2014)

Plus point

Company Location : Saha Ali plaza, Mirpur 10, Dhaka

My main responsibilities include:

- Supervised all daily operations of a full retail store
- Created and maintained showroom budget.
- Responsible for all advertising, and planning showroom events and incentive programs.
- Managed showroom inventory and ordering of materials.
- Developed and conducted sales seminars on products and services.
- Helping to build good customer relations.
- Handling complaints and queries (from customers and staff) Sorting security issues.

Academic and Professional Qualification

MBA in Management, National University, CGPA: 2.73 out of 4, passing year 2014.

BBA in Management, National University, CGPA: 2.61 out of 4, passing year 2013.

HSC, Business Studies from Barisal govt college, GPA: 3.30 out of 5, passing year 2009.

SSC, Business Studies from Muksudpur pilot boys high school, GPA: 3.31 out of 5, passing year 2007.

Certification	Institute	Location	From	To
Certificate Course on Commercial & Procurement Manager.	BDjobs.com Ltd	DBBL Building, Kawran bazar Dhaka.	September 13, 2018	October 18, 2018

Personal Details:

Father's Name : Corporal (Ret.) Lutfar Rahman Sheikh
Mother's Name : Mrs. Nazma Rahman
Date of Birth : 03 Jan 1991
Permanent Address : Village- kawaldia, Post Office: Kisanadia, Thana: Muksudpur, District- Gopalganj, Bangladesh
Religion : Islam
National Id No. : 19913515878000157
Marital Status : Married
Gender : Male
Height : 5'8

References

Md Kalim Ullah, Adamjee Cantonment College,
Head of Department, Department of
Management, Dhaka Cantonment Dhaka-
1206. Mob: 01552 394051.
kalimullah@acc.edu.bd

Md Nasir Ullin, Adamjee Cantonment College,
Asst Professor, Department of Management,
Dhaka Cantonment -Dhaka-1206,
Mob: 01718 842832
nasir@acc.edu.bd