



# RAIHAN UR RAHMAN

## CLIENT SERVICE EXECUTIVE

### INTRODUCTION

I'm Raihan Ur Rahman, a highly motivated self-starter with excellent project management skills and strong ability to work as a team player and lead under pressure. Coming with the experience of working in a BTL and Digital marketing firms, makes me an ideal candidate for the job.

### PROFESSIONAL SKILLS

- Leadership quality
- Time management
- Project management
- Ability to communicate clearly
- Work under pressure
- Detail oriented

### TECHNICAL SKILLS

- Microsoft Office Suit
- Adobe Photoshop

### MY INTERESTS

Travelling  
Story writing  
Theater/acting  
Watching movies and tv-series  
Video games  
Love playing with dogs

### REFERENCE

Md. Kamal Sharif  
Account Manager, SkyTracker Limited.  
Phone : 01711080253

### CONTACT DETAILS

Number: 01756952748, 01850847009

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### CAREER PROGRESSION

#### CLIENT SERVICE EXECUTIVE

*Wire Digital Multimedia Marketing, February 2020 - September 2020*

- Handling clients' Facebook & Instagram pages is the major part of my job. I regularly keep in touch with my clients, hold meetings for updates and understand their requirements and work accordingly.
- I need to come up with content plan of each month for every client, take their approval for the contents and pass it to the creative team for execution.
- I am required to do the billings, submit monthly reports to the clients and to my management as well.
- Currently, some of the clients I am handling are: Tarka, Tarka Express, Jotno, Streambuddy, Minister Group, Patronus Education, Octave and Bean's Dine.

#### PLANNING & STRATEGY EXECUTIVE

*Skytracker Limited, September 2017 - October 2018*

- Planning events - I had to come up with plans and strategies for successful corporate events, making presentations and pitching them, were a part of my job too.
- Clients Service - I never limited myself to planning alone. To gain more knowledge I worked with the client service team in some events by handling clients. Some of the clients with whom I worked are GrameenPhone, Banglalink, Standard Chartered Bank, City Bank and Huawei.

#### FACILITATOR TEACHER

*Maple Leaf International School, January 2013 - February 2014*

- Took classes for absent teachers
- Provided extra classes or sessions for students who needed more attention.

### ACADEMIC BACKGROUND

#### NORTH SOUTH UNIVERSITY

*BBA, Marketing, 2017*

- Graduated with a CGPA of 2.59
- Marketing Major, GPA - 3.12

#### MAPLE LEAF INTERNATIONAL SCHOOL

*O'level 2010 & A'level 2012*

### EXTRA CURRICULAR

#### CONCEPT/CONTENT/STORY DEVELOPER, FLYING PANDA FILMS

I developed concept for the music video "Rupali achol", "Upoma" and wrote the script for "Sheidin Raatey". All of these videos are available on YouTube.

#### MAPLE LEAF INTERNATIONAL SCHOOL

- WRITERS' CLUB, Executive, Jan 2011-12
- GREEN CLUB, Member, Jan 2011-12