

Curriculum Vitae

MOHD. SAFFAT SARKER

145/A/6 Uttar Chanpara,
Uttarkhan, Uttara, Dhaka 1230.

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Career Objective:

Looking for hard and challenging job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovate and from where I will be able to enhance my knowledge and efficiency.

Working Experience:

1. Sales Officer:

December 2019 to Continue

Esquire Electronics Ltd.

- The activity of branch revenue and product wise Sales target achievement.
- The activity of branch Lead Management (Lead target achievement, Entry, Follow-up, Update and Conversion)
- Assist to Branch Manager for Marketing Management activity such as Brand activity, Campaign/promotional activity, Visual Merchandising.
- Assist to Branch Manager for Product Management activity such as Stock checking, Inactive stock, over stock, premium stock and dent product or lost product information.
- Assist to Branch Manager for Customer Management activities like handling customer complain, customer service, product installation, product delivery.
- Assist to Branch Manager for Financial Management activity such as Sales revenue collection & deposit, petty cash and all kind of expense voucher maintain, Sales amount, EMI manage and VAT Management.
- Product knowledge activity and customer wise its presentation.
- Some operational activity such as POS Machine operate, Hire purchase policy and activity, Corporate quotation submission and corporate sales process, stock management, and banking activity of branch.

Educational Background:

B.B.A in Marketing

International University of Business Agriculture & Technology.

CGPA: 3.02 Passing Year: 2016.

H.S.C (Business Studies).

From Uttara Ideal Commerce College.

GPA: 2.80 Passing Year: 2010

S.S.C (Business Studies).

From Chittagong Residential School & College.

GPA: 3.81 Passing Year: 2008

Skills:

Language skill:

- Excellent knowledge in speaking, reading and writing both Bengali and English.

Computer & Technological skills:

- Microsoft word, Excel & Power Point.
- POS Machine operation
- Email Marketing, Social Media Marketing.
- SEO, Tele marketing, Online Advertisement and Promotion.

Co-Curriculum Activities:

- Member of Public Speaking Association, IUBAT.
- Member of various cultural organizations of my educational institutes.

Personal Information:

- | | | | |
|---|-----------------------|-------------------|------------------|
| 1. Name | : Mohd. Saffat Sarker | 6. Sex | : Male |
| 2. Father's name | : Abdus Salam Sarker | 7. Date of birth | : 16 April, 1992 |
| 3. Mother's name | : Wahida Jahan | 8. Blood group | : A+ve |
| 4. Religion | : Islam | 9. National ID NO | : 2611038002949 |
| 5. Nationality | : Bangladeshi | | |
| 10. Permanent address: Vill: Taluk Tapat, Word: 32, P.O Nagar Mirgonj, Rangpur City Corporation, Rangpur. | | | |

Competencies:

I am hard working, self-motivated, enthusiastic and punctual, dynamic and creative in thinking, and I have a sense of good organizational behavior. I work well under pressure and exhibits excellent communication skills.

Reference:

1. Md. Rezaul Karim Sarker

Deputy General Manager
Financial Inclusion Department
Bangladesh Bank (Central Bank of Bangladesh)
Head Office (16th Floor), Motijheel, Dhaka-1000
Mobile: 01731329141
Email: mdrezaul.karim@bb.org.bd
Relation: Uncle

2. Md. Atiqur Rahman

Senior Officer
Paper Leaf Limited
Al Bashir Plaza, 205/5,
Fakirapool Culvert Road,
Motijheel, Dhaka-1000, Bangladesh.
Mobile: 01615428534
Email: info@paper-leaf.co
Relation: Brother

Sincerely yours



Mohd. Saffat Sarker