

Sakib Ibn Zaman

Executive



CONTACT

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 Adabar, Dhaka

 Sakibibnzaman

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EDUCATION

- BSc in CSSE
(Computer Science & Software Engineering)

American International University
– Bangladesh (AIUB)
2016–2019
CGPA: 3.18
- H.S.C
(Higher Secondary Certificate)

BAF Shaheen College Kurmitola,
Dhaka
2013–2015
GPA: 4.75
- S.S.C
(Secondary School Certificate)

Bilgobinda Pur High School,
Faridpur
2011–2013
GPA: 4.63

PROFILE

I have a clear and logical mind with an effective practical approach to problem solving and ability to see things through to completion. I am eager to secure a challenging position in a reputable organization to expand my learnings, skill and knowledge while making an effective contribution to the success of the company.

WORK EXPERIENCE

16/08/2020

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Present

BUSINESS DEVELOPMENT EXECUTIVE

Company Name: Foodpanda

Online Food & Grocery Delivery Marketplace

- Developing a solid and trusting relationship with potential restaurant & shop partner & key partner.
- Responsible for signing contracts with client & collecting all the necessary information accurately for “foodpanda” platform.
- Report daily/weekly/monthly sales target report, current progress & forecast the future growth & ensure revenue.
- Managing communications between clients and internal teams
- Managing account team assigned to each client
- Manage and track my account funnel in Salesforce
- Responsible for market research intended for category expansion

01/01/2020

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31/07/2020

BUSINESS DEVELOPMENT EXECUTIVE

Company Name: Cystem Arts

A Software Development Company

- Identify business opportunity & selling prospect in both freelancing & local market.
- Bid project on Upwork, Freelancer & Fiver
- Prepared project related technical documents, project proposal, financial proposal, presentation
- Worked as a project manager & project coordinator
- Achieving monthly/yearly sales target & ensure revenue

15/09/2019

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17/12/2019

INTERN

Company Name: Business Automation Ltd

A Software Development & ITES Company

- Worked as a technical solution architect & project support analyst

SKILLS

Presentation & Public Speaking



MS Office



G Suite



Trello



Negotiation



Business Communication



Documentation



Teamwork & Cooperation



Research & Analysis



COURSES

Brand & Product Management
Coursera Online Course | 2020

Sales Management
HubSpot Academy Online Course |
2020

Digital Marketing
CodersTrust Bangladesh | 2019

INTEREST

Technology

Sports

Freelancing

Watching News

Reading Newspaper

Mockup & UI UX Design

Content & Article Writing

EXPERTISE

- Business Development
- Customer Relationship Management
- Account & Key Account Management
- Project Management
- Project Support
- Product Development
- Monitoring & Supervise
- Software Modeling & Design
- Technical Documentation
- Tender Documentation
- Test Case Writing & Preparation
- Quality Assurance
- Information System Management
- Digital Marketing

PERSONAL DETAILS

Full Name: Sardar Sakib Ibn Zaman

Present Address: PC Culture Housing Society, Shekhertek,
Adabar, Dhaka-1207

Permanent Address: House: 350, Bilgobindapur, Nagorkanda,
Faridpur.

DoB: 02/03/1996

Height: 5'9"

Nationality: Bangladeshi

NID: 3725415669

Marital Status: Single

Mother Tongue: Bangla

Other Language: English (Fluent)

REFERENCE

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