

MD. MOSTAFA MONWAR

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Road # 7/A, Sector # 9, Uttara,
Dhaka-1230
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Career Objective

LEARNING, IMPROVEMENT, ACHIEVEMENT & GROWTH – is my career objective. To obtain a challenging position that will facilitate career development & generate opportunity to use & contribute my education, experience, innovative and creative capability. Grabbing the learning opportunity & buying the achievement – that is what I believe my career is all about.

What makes me Different?

I am as young, dynamic, self-motivated, adaptive and hardworking also have exposure to work in any organizational setting, diligent and ready to give my best effort to achieve the organizational desires. I am a natural team player and I can lead and be led, as the situation requires. I am an optimist by environment and sensible to my concern.

Career Summary

A result oriented professional having hands on experience in functional & developmental areas in different business domains like Garments Industry, Financial Organization, Manufacturing, Distribution, Trade and Service etc. I'm specialist in the arena of **Sales & Operation, Supply Chain, Organizational Development, Industrial Relation, Regulatory & Corporate Affairs and Legal Sector** with more than **10 years** working experience in different top ranked organizations. Have very successfully managed to the people & culture mgmt. particularly maintain a good relation between the management and the employee for gaining highest rate of productivity of the organization by keeping a peaceful and harmonious relationship with all and everybody.

Experience

Position: **ASST. MANAGER – SALES & OPERATION**

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Duration: **01/07/2017– Continuing**

Organization: **KEEP HONG KONG LIMITED [MNC]**

- Preparation of global business plan
- Check data accuracy in orders and invoices
- Provide inspired leadership for the organization
- Oversee budgeting, reporting, planning, and auditing
- Identify and establish contact with potential customers
- Build alliances and partnerships with other organizations
- Make important policy, planning, and strategy decisions
- Ensure all orders are delivered on time in respected area
- Plan, develop & implement sales operation in the organization
- To make development and operation plans for the Country Office
- Develop, implement and review operational policies and procedures
- Liaise with the logistics team to ensure the fleet is maintained properly
- To lead sales team and able to work individually as well to achieve sales target
- Plan, organize, and monitor the sales activities to ensure the targeted sales objective
- Make business plan weekly, monthly, quarterly, seasonally and yearly and implement accordingly
- Identify potential foreign market, buyer and location, Negotiate price, terms and condition with buyer
- Work with the board of directors to determine values and mission, and plan for short and long-term goals
- Continually assess company progress, sales and marketing successes and compile reports to submit to superiors in corporate headquarters
- Responsible for communicate with the Government Semi-government and Private Organization as well drop the tender and signing the contract

Position: **SR. EXECUTIVE – SALES**

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Duration: **01/04/2012– 30/06/2017**

Organization: **BASHUNDHARA GROUP [Paper Sector]**

- Develop monthly sales reports
- Financial Advisers within required deadlines
- Regular contact and coordinate visit of foreign clients
- Planning and coordination of the shipment of products
- Ensure sales targets are met and report any deviations
- Input customer enquiries into the marketing system and produce mail shots as required
- Produce weekly and monthly reports for regional management team, Group and Independent
- To carry out market research, conduct surveys and study the competitors and their marketing and sales strategies
- Make new plans that will help the organization to race ahead in the competition by prioritizing the target countries
- To ensure that all the sales and marketing activities are carried out within the agreed budgets, volume, sales, and within the given time scales
- Keep up to date information of competitor's products and ensure fair communication from customers to Management and Management to Customers

Position: **SR. TERRITORY MANAGER**

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Duration: **01/09/2010– 31/03/2012**

Organization: **LG MOBILE [METROCEM GROUP]**

- Assess sales performance according to KPI.
- Monitor competition within assigned region.
- Analyze data to find the most efficient sales methods.
- Discover sales opportunities through consumer research.
- Chasing sales leads from other members of the company.
- Meet with customers to address concerns and provide solutions.
- Targeting potential customers and assessing opportunities for sales.
- Conduct training in sales techniques and company product attributes.
- Attending relevant industry events and conferences to build business.
- Networking with businesses in the territory and building relationships.
- Arranging meetings with potential customers and selling product offerings.
- Building the business within the territory using a variety of sales techniques.
- Keeping up to date with industry news to identify opportunities for new business.
- Working closely with other territory sales manager's and national account managers.

Professional Background

Apparel Merchandising

BGMEA University of Fashion & Technology

YEAR: 2019

Bachelor of Law's (LL.B)

NATIONAL UNIVERSITY

YEAR: 2020

Educational Background

Master of Business Administration (MBA)

Stamford University Bangladesh

CGPA: 3. 64 out of 4. 00

YEAR: 2010

Bachelor of Business Administration (BBA)

Stamford University Bangladesh

CGPA: 3. 52 out of 4. 00

YEAR: 2009

Higher Secondary Certificate (H.S.C)

- Group: **Business Studies**
- Year: **2004**

- Institution: **CODA, Dhaka**

Secondary School Certificate (S.S.C)

- Group: **Science**
- Year: **2002**

- Institution: **Barisal Zilla School**

Specialization:

FIELDS OF SPECIALIZATION	DESCRIPTION
Building Rapport	Developing good relationships; getting along well with people and putting them at ease.
Client / Customer Awareness	Exemplifying excellent customer service skills.
Interpersonal Relations	Recognizing the “people” aspect of issues and the need for positive relationships; produces good results through interaction with others.
Listening Skills	Attentive hearing; demonstrating understanding from what has been expressed.
Organizing / Planning Ability	Problem solving and time management skills; meeting as well as working under deadlines; goal setting based on priorities.
Personal Work Ethic	Setting high standards for one. In addition, to the Core Competencies identified as being required by all staffs, the following competencies are also integral to the position:
Attention to Detail	Checking for accuracy in one’s work; controlling/eliminating errors; showing concern for all areas of a task, however small.
Analytical Skills	Collecting, comparing and relating data from different sources; identifying issues; anticipating problems.
Integrity	Can be trusted to perform duties in a proper and honest manner.
Consultative Skills	Giving effective professional advice to meet the identified needs of the client / customer.
Team Skills	Being able to work collaboratively with others in a participative management environment; working independently as well as working on a team.
Written Skills	Conveying information accurately in an appropriate written format; expressing oneself effectively in writing

Skills & Competencies

- ✓ Strong communication Skills.
- ✓ Willingness to take challenges.
- ✓ Excellent skill in communication.
- ✓ Ability to cope with different situation.
- ✓ Able to set priorities and routine tasks.
- ✓ Organizing and leadership competency.
- ✓ Co-operative, innovative & hardworking.
- ✓ Can learn quickly the necessary details of work.
- ✓ Assertive and perspicuous in action and thoughts.
- ✓ High ethical standard and high sense of self-esteem.
- ✓ Behavioral excellence & good inter-personal relation.
- ✓ Optimistic, confident, dynamic and friendly as a person.
- ✓ Sensitized in working in a diverse and multicultural environment.

Area of Interest

Reading books and Newspaper, Plantation & Social Welfare, Swimming, Traveling, Fishing, Jogging, Sports, Watching movies, Hearing music, Photography etc.

Training/ Extra- Curricular Activities:

TITLE	TOPIC	INSTITUTE	YEAR	DURATION
Basic Course	Basic Course on Life Insurance	Bangladesh Insurance Association	2016	30 days (July - August)
Sales Management	Excellence in Sales Management	Mutual Food Products Ltd.	2013	02 days (April)
Computer Hardware	Diploma in Computer Hardware Engineering	Youth Development computer Training Academy	2005	90 days (May - July)
Computer Application	Computer Application	Jatio Jubo Unnoyon computer Proshikkhon Academy	2005	90 days (July - September)
English	General English	S@iful’s	2005	90 days (August – October)

Capacity Development Programs

- Conduct in every month meeting programs on **'Mgmt. Review Meeting'** for the organizations.
- Conduct in every month meeting programs on **'Sales Leadership Meeting'** for the organizations.
- Conduct in every month meeting program on **'Regional Team Meeting'** for the organizations.
- Conduct visa processing for programs on **'Sales Conference'** for the organizations
- Conduct **'Annual Picnic Programs'** for the organizations in different picnic spot inside the country.
- Conduct training programs on **'Excellence in Sales Management'** for organizations.

Computer Skills

Operating Systems: Windows 8, Windows 10 etc.
Software application: MS Word, MS Excel, Microsoft Office Visio, Power Point, Internet, Outlook-Express etc.
Capability: Analyzing things, Writing Report, Good in Research Anything,
E-mailing and Business Letter Correspondence etc.

Language Skills

English: Fluent in reading, writing as well as speaking.
Bengali: Native language.
Hindi: Can understand Hindi.

Personal Details

Father's name : Md. Golam Mostafa
Mother's name : Anjumanwara Begum
Date of Birth : March 03, 1986
Marital status : Single
Nationality : Bangladeshi by birth
Religion : Islam
Gender : Male
Blood Group : O⁺
Personality type : Extrovert
Permanent address : "ABEDIN LODGE", 2nd FLOOR,
THANACOUNCIL (South Side), C & B ROAD,
NORTH SAGORDI, BARISAL-8200.

Reference:

Md. Ahsan Uddin Manager Polar Vista International Cell: 01914993611	Md. Mahabubur Rahman Deputy Manager, SCD Dekko Group Cell: 01817296373	Pavel Sirajul Islam Assistant Manager Bashundhara Group Cell: 01717714734
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I certify that all particulars given are correct and understand that should any false statement(s) and or omission(s) be made on this reserve the right of dismissal.



Md. Mostafa Monwar