

Curriculum Vitae

PERSONAL INFORMATION



SAIFUL ISLAM

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Sex Male | Date of birth 11 Apr 1987 | Nationality Bangladeshi | NID 3273719512

PREFERRED JOB

Sales and Marketing Department Manager

OBJECTIVES

Aspiring for a challenging and growth oriented career in an estimated organization wherein I will proved to the best of my ability in achieving the objective of the organization.

CAREER SUMMERY

WORK EXPERIENCE

03/05/2021-Presents

Corporate Sales Manager (0 Years 5 Months)

Realme Mobile (Daosheng Enterprise Development Co. Ltd), Dhaka, Bangladesh.

- Participate different **Tender like Government (e-GP Tender, RFQ, RFI)** and Non-Government (NGO) & others organizations
- Manage a good communication with a wide portfolio of corporate accounts, contact prospects/customers and promote company products and services, by executing sales policies and procedures concerning portfolio in order to contribute to the set sales targets.
- Follow up competitors corporate marketing activities.
- Retains and develops existing client's relationships that result is new business lead and maximizing client revenue potential.
- Promote new and existing products to corporate market.
- Manage existing accounts with proper after sales service & Visit prospective customers and generate sales

12/05/2019–30/04/2021

Assistant Manager – Institutional Sales (Team Lead) (2 Years 0 Months)

Quasem Industries Limited (Sunlite, Sun, Wave branded products), Dhaka, Bangladesh.

- Participate different Tender like Government (e-GP Tender, RFQ, RFI) and Non-Government (NGO) & others organizations
- Maintain institutional sales team, modern trade and canteen Dhaka north & south team. Clear communication of center performance on a regular basis and setting individual targets and team objective.
- Participate different Tender like **Government and Non-Government organizations.**
- Responsible for recruiting, training, managing, motivating, leading and developing a core team.
- Ensures that each team member in productive and providing the wow service Quasem expects.

01/08/2016-30/04/2019

Assistant Manager - Corporate Sales (2 Years 9 Months)

NOKIA Bangladesh Limited, (Cellular Mobile PTE. Limited), Dhaka, Bangladesh.

- Making deals with strong negotiation skills that lead to mutually beneficial for company.
- Develop individual knowledge and keep the company up-to-date with market trends and competition awareness.
- Participate different Tender like **Government and Non-Government organizations.**
- Strong ability to diagnose known and unknown account business needs and translate needs into opportunities and appropriate offering.
- Acting as the point of contact with the airline to be available on call to respond to agent and commercial account phone calls, e-mails and fax enquiries.

01/07/2014–28/07/2016

Sr. Executive - Corporate Sales & Marketing (2 Years 1 Month)

Bangla Air- Helicopter Service Provider, Dhaka (Bangladesh)

- Maintain prompt and effective communications with customers and sales and reservation staff to resolve requests and special issues.

- Serve as the primary contact for all day-to-day operational communications with corporate, travel agent and supplier accounts within the assigned area.
- Develop individual knowledge and keep the company up-to-date with market trends and competition awareness.

01/05/2012–20/06/2014

Executive - Corporate Sales (2 Years 2 Months)

Robi Axiata Limited- Through **Integrated Marketing Service**, Dhaka (Bangladesh)

- Monitor performance of selected travel accounts and corporations.
- Serve as the primary contact for all day-to-day operational communications with corporate, travel agent and supplier accounts within the assigned area.
- Develop individual knowledge and keep the company up-to-date with market trends and competition awareness.
- Identify business development opportunities through evaluations, analysis and relationship.
- To solve customer's queries and questions related to Robi, its products and service; provide service over phone and in person as well. Build trade relationship.

EDUCATION AND TRAINING

Masters of Business Administration (MBA)

University of Asia Pacific, Dhaka (Bangladesh)

Major in: Marketing, Year: 2013

CGPA: 3.30 (at the scale of 4)

Bachelor of Business Administration (BBA)

University of Asia Pacific, Dhaka (Bangladesh)

Major in: Marketing, Year: 2011

CGPA: 3.50 (at the scale of 4)

Higher School Certificate (HSC)

Dohar Nawabgonj College, Dhaka (Bangladesh)

Major in: Commerce, Year: 2006

CGPA: 3.70 (at the scale of 5)

Secondary School Certificate (SSC)

Agla Chowkighata J.M. High School, Dhaka (Bangladesh)

Major in: Commerce, Year: 2003

CGPA: 3.69 (at the scale of 5)

COMPUTER LITERACY

- Windows (all version)
- Excellent in internet & e-mail browsing skill
- Microsoft Office (Word, Excel & Power Point)

PROFESSIONAL TRAINING Certifications

- Participated in the workshop & seminar on "Making of Advertisement" conducted by Mr. A.M.M. Sadiqueullah, Business Development Manager of MM Ispahani Ltd., former Director of Adcom, in July 3, 2010, organized by Business Administration Communication Club.
- Participated in the workshop & seminar on "**Media & Advertising**" organized by Business Administration Communication Club, in May 21st, 2011
- Participated in the workshop & seminar on "Basic Procurement (Supply Chain Management)", organized by Business Administration Communication Club, in May 28, 2011; in which **Md. Zakir Khan**, Head of HR Operations and Assistant Manager, Incepta Pharmaceuticals Ltd, was the keynote speaker.

OTHERS TRAINING

- Skilled in both written and spoken English
- Immensely observant, quick learner, excellent analytical ability
- **Leadership skill
- ** Self-confident, self-motivated and possess an strong interpersonal communication and good presentation skill
- Hold a positive attitude towards taking challenging initiatives
- Capable of working in a stressful environment

KEY & ACCOMPLISHMENT

- **Developed new marker.
- **Fostered better team works.

REFERENCE

Md. Rezwanul Hoque
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I declare the information as stated above is true and correct.

Saiful Islam
