



CONTACT INFO

Mobile:

+8801757136667

EMAIL:

raktimmallik@gmail.com

Address:

Vill+Post: Bhaberchar

Post Code: 1510

Upazilla: Gazaria

District: Munshigonj

Professional Skills:

*MS Office

*Customer Relations

*Office Administration

Language Proficiency:

*Bengali

*English

CURRICULUM VITAE OF

RAKTIM MALLIK DOLON

A promising and brilliant career in the field of challenging jobs which lead me to show excellence through hard work with self motivation. To obtain a job in suitable position in any esteem organization that offers me opportunity to enhance my career and offers challenges to achieve set of goals.

WORK EXPERIENCE

****Nov,2019-Present : Foodpanda Bangladesh Ltd**

Designation: Executive, Sales & Vendor Operations

Major Roles & Responsibilities:

- 1.Vendor Management
- 2.Convincing vendor for developing their performance
- 3.Working on vendor sales, fail rate data
- 4.Maintaining data of city-level company assets
- 5.Troubleshoot all vendor problems and present to management as required
- 6.Solving Payment related issues of Vendor's
- 7.Bringing new deals from vendor
8. Setting sales goals and developing sales strategies
- 9.Coordinate with other team members and departments to optimize the sales effort

****May,2017 –Oct,2019 : Malek Siddiqui Wali Chartered Accountants.**

Designation : Trainee Auditor.

Major Roles & Responsibilities:

1. Completes audit workpapers by documenting audit tests and findings.
2. Verifies assets and liabilities by comparing items to documentation.
3. Communicates audit findings by preparing a final report; discussing findings with auditees
4. Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
5. Evaluates the overall presentation, structure and content of the financial statements,

****Aug 16,2016-April,2017 : Unix Corporation Ltd**

Designation : Executive (Sales and Marketing)

My Strengths:

- *Hard Working
- *Good team player
- *Quick learner

Interests:

- *Playing Football
- *Gym & fitness
- * Travelling
- *Learning New Things
- *Listening Song

Other Details:

- *Date Of Birth:23-07-1993
- *Marital Status: Single
- *Nationality: Bangladeshi
- *Religion: Hinduism
- *National ID:19935912431000050

Academic Qualifications

**Masters Of Business Administration(MBA)

Major : Marketing
Name of Institution :Jagannath University Bangladesh
Result : Appeared

**Bachelor of Business Administration(BBA):

Major : Management
Name of Institution : SMC University, Zug, Switzerland
Passing Year : 2016
Result : 3.75 out of 4.00

**Higher Secondary Certificate(HSC)

Name of Institution : Gazaria KalimUllah University College
Passing Year : 2010
Result : 4.40
Group : Science
Board : Dhaka

** Secondary School Certificate(SSC)

Name of Institution : Bhaberchar Wazir Ali High School
Passing Year : 2008
Result : 5.00
Group : Science
Board : Dhaka

Reference 1.

Anjan Mallik,Fca
Director,Everest Pharma Ltd
Mobile-+8801713090409

Reference 2.

Avinash Maheshwaram
Country Head,Market Place Operation
Foodpanda Bangladesh Ltd.
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Signature