

MD. NAYEM HOSSAIN

1007,Shimultola Kafrul, Dhaka Cant't Dhaka-1206

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CAREER OBJECTIVES:

Intention to work in challenging and competitive environment where logic responsibility and commitment are required. I want to boost up my career through dedicating myself into the job. If I would get opportunity for the job, obviously I might show my best performance in professional tendency.

PROFILE:

- A very seasoned and highly dedicated Marketing Executive in mid organizations.
- Conversant with Marketing related norms.
- A self-motivated and innovative individual and a team player.
- Possess a high degree of competency in admin responsibility and time management.
- Conversant in advanced computer skills and operations.

Academic Qualification:

MBA - HRM

Passing year : 2021
CGPA : **ON GOING**
Institution name : Faculty Of Business Studies
University : University Of Jahangirnagar.

MA - English

Passing year : 2018
CGPA : **Appeared**
Institution name : Dhaka College, Dhaka.
University : University Of Dhaka.

BA (Hon's)- English

Passing year : 2017
CGPA : **2.76/4.00**
Institution name : Dhaka College, Dhaka.
University : University Of Dhaka.

HSC -Science

Passing year : 2013
GPA : **5.00**
Institution name : Monipur School and college, Dhaka.

SSC - Science

Passing year : 2011
GPA : **5.00**
Institution name : Uttar Kafrul High School, Dhaka.

STRENGTHS:

Business Development	Dealer Management	Customer Relation
Stakeholder relations	Order Management	Operational Task
Business & Customer Driven	Strategic Thinker	Visionary

WORK EXPERIENCE:

01 . March 2019 to September 2020, **Marketing Executive** , **Benvue International limited**,52/1-Hasan Holdings, New Eskaton Road, DHAKA.

- Achieving sales target,
- Creating demand by generation of prescriptions through proper and effective communication
- Updated medical and product information to healthcare professionals
- Develop & maintain good relationship with healthcare professionals, institutions and pharmacies

02. March 2021 To till now , **MARKETING OFFICER** at **ACI MOTORS (YAMAHA)**,245-ACI Centre, Tejgaon Industrial Area, Dhaka-1208.

- Execute Marketing and sales campaign.
- Participate branding & promotional activities.
- Visit existing and potential customer.
- Resolve customer complaints via phone, email, mail or social media.
- Achieve Sales Target
- Greet customers warmly and ascertain problem or reason for calling.
- Cancel or upgrade Order.
- Assist with placement of orders, refunds or exchanges.
- Advice on company information
- Take payment information and other pertinent information.
- Place or cancel orders.
- Answer questions about beneficiary or terms of sale.
- Act as the company gatekeeper.
- Suggest solutions when a product malfunctions.
- Attempt to per persuade customer to reconsider cancellation.
- Inform customer of deals and promotions.
- manage dealers and retailers
- Communication with stakeholders.
- Customer care and management.

Key Achievements:

- Implemented automated customer care system.
- Implemented customer card and management system.
- Developed or implemented new procedures or systems
- Contributed to good customer service.
- Re-organized something to make it work better.
- Come up with a new idea that improved things.

Knowledge on computer and other qualifications:

- Use of MS Office, E-mail and internet browsing.
- Ability to work under pressure.
- Strong interpersonal skill and sincere on professionalism.
- Believe in and demonstrate high level of team spirit at all level of my work.
- Able to manage proper & sound filling system & work documents.
- Hard working, sincere, love to take challenge.

Personal Information's:

Father's Name	: Md. Shohidul Islam
Mother's Name	: Taslima Begum
Date Of Birth	: 20.11.1996
Sex	: Male
Religion	: Islam
Nationality	: Bangladeshi
Height	: 5'-6"
Marital Status	: Unmarried

Permanent Address:

Vill : Barjalia,	P. O : Osman monjil
P .S : Hizla,	Dist : Barishal.

Language:

Have an excellent command over English and Bengali languages in both speaking and writing.

Interesting:

Sports, Traveling, Reading, IT news and listening Music

Confidence:

I am a smart, young, energetic, dynamic, good looking , an outing pleasant personality , and self starter , strong personal skill will an ability to work at a high pace on once own imitative.

Commitment:

- ❖ Committed to hard work with full responsibility.
- ❖ Committed to Show the honesty and sincerity
- ❖ Committed to Proof the job skill and personality

References:

Abu Farah Md Nasser
Deputy Governor
BANGLADESH BANK
Cell: 01793614170

Md. Nayem Hossain