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## CAREER OBJECTIVE

Experienced and forward thinking, business enthusiast with determination and drive to learn and excel in Operations, Distribution, and marketing management sector. My persuasive skills coupled with analytical ability and people management skills encourage me in seeking roles with future growth potentials toward leadership positions. My diversified work experience here in Bangladesh and UK perspective may inspire creativity and drive innovation.

## EXPERIENCES

### 1. Senior Key Accounts Manager (From October1, 2018 – Continuing)

**Organization:** SK JAPAN EXPORT

**Address:** 277 Tejgoan , Dhaka-2018, Bangladesh

#### Duties & Responsibilities:

- ☐ Follow up sales : Bangladesh
- ☐ To participate Auction purchase based on customer requirement and Ready stock
- ☐ Arrange a weekly meeting for current sell status & planning to increase market share
- ☐ Analyzing competitor's strategies & make counter measures for auction service & procedure,
- ☐ Look for opportunities to enter into more market area to increase sales volume.
- ☐ Meeting with the country manager for new policies & target.
- ☐ Follow up customer requirements & price negotiation along with sales team
- ☐ Prepare Proforma invoices, check letter of credit and advice for amendment,
- ☐ Follow up for payment, shipment & submit shipping instruction for paid units

### 2. Sales and Marketing Executive Bangladesh Market (From January 21, 2017 – November 03, 2017).

**Organization:** SBT Japan Limited, Bangladesh.

**Address:** Ahmed Tower (5th Floor), 28 & 30 Kamal Ataturk Avenue, Banani, Dhaka-1213.

#### Duties & Responsibilities:

- ☐ Sales & marketing to customers in Bangladesh, Kenya, Tanzania, Zambia,
- ☐ Find new customers, regular follow up, turning into actual customer
- ☐ Participate in Japanese used car AUCTION for regular stock and for customer order,
- ☐ Follow up for payment & shipment.
- ☐ Maintain custom account, allocation of payment & update balance summery.
- ☐ Other miscellaneous duties assigned without notice required by management.

### **3. Customer service assistance (From April 1, 2011 – October 30, 2014).**

**Organization:** Pret a Manger, UK

**Address:** Central London, UK

#### **Duties & Responsibilities:**

- ☐ To serve customers efficiently
- ☐ To respond to customers' needs delivering outstanding and amazing service
- ☐ Attracts potential customers by answering product and service questions

### **4. Summer Internship (From June 19, 2016 – September 30, 2016).**

**Organization:** Banglalink digital communications limited

**Address:** Tiger's Den, House 4 (SW), Bir Uttam Mir Shawkat Sarak, Dhaka 1212

#### **Duties & Responsibilities:**

- ☐ User acceptance testing (UAT) before launching new Banglalink new products
- ☐ Worked on a project My Banglalink app and website interface development
- ☐ Continuous testing existing service (\*999\*2# , \*222\*3#)

### **Education**

**Degree : Master of Business Administration (Enrolled)**

**Institution:** BRAC University

**Degree : Bachelor of Arts in Business Administration (March 2017)**

**Institution :** University of Derby, UK (International) **Result:** Upper second class

**Degree : Higher National Diploma (HND) in Business (2013)**

**Institution :** Brit College, London, UK **Result:** Pass

**Degree : Higher Secondary School Certificate (HSC) (2008)**

**Institution :** Jalalabad Cantonment public school and college, Sylhet Board, Bangladesh **Result:** GPA 4.60

**Degree : Secondary School Certificate (SSC) (2006)**

**Institution:** Sabiha Chowdhury High school, Sylhet Board, Bangladesh **Result:** GPA 4.19

## Leadership training and Workshops

Youth leadership Summit 2016, it was three days long international leadership training conducted by Hugh O' Doherty and Dr Dean Williams Harvard faculties and organized by Bangladesh youth leadership summit (BYLC). During the Summit, I took part in activities such as team building and brainstorming.

Social Business design lab organized by Yunus Centre. It was conducted by *Muhammad Yunus* and it enhanced my knowledge of social business to sustainable development.

## Other Skills and Activities

- Analytical thinking , planning
- Problem analysis use of judgment and ability to solve problems efficiently such having experience to recommend the forthcoming strategy of Canada based on a research on the country's recent development and present political economic condition
- Moderate proficiency in spoken and written English
- Possess theoretical and practical knowledge on Introduction to computer Application Package Microsoft Word, Microsoft Excel, Microsoft PowerPoint & Internet Browsing etc.
- Sound skilled on Microsoft Project 2010 with having practical experience of two project plan proposal- Service Development of Existing Employees; and improving nursing skills
- Sound skilled on SPSS program
- Like most to Traveling, Swimming, Enjoying Movies, and Riding Bike etc.

## Reference

### Dr. Suman Paul Chowdhury

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### Mrs Sadia Nowreen

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