

**Md. Mahatab Uddin Rifat**

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**CAREER OBJECTIVE**

Energetic, enthusiastic, and ready to be part of a growing team of salespeople to lead your company into a bright and profitable future.

**CAREER SUMMARY**

A hard-working, knowledgeable and target-oriented Sales Manager with number of years experience and extensive successful sales record. Builds and maintains a loyal client base through strong relationship-building skills and excels at devising strategies to increase sales.

>Smartly hard work to achieve business targets.

> Capable to deliver quick solutions regarding sales, marketing & operational challenges.

> Eagerness to find new way in order to achieve challenges.

**Highlights**

- Strong Verbal & Written Communication
- Selling Excellence
- Team Leadership
- Territory Management
- New Market Development
- Relationship Building
- Complex Negotiations
- Presentations & Proposals
- Closing Strategies

**EXPERIENCES**

Organization : **Rahimafrooz Distribution Limited**

Position : **Unit Sales & Operation Manager**

Duration : **From June' 2015 till today.**

Email : <https://estore.rahimafrooz.com/>

**Responsibilities:**

- Responsible for Rahimafrooz Distribution Ltd. Products Dunlop and Apollo Tyre, Lucas Battery, Castrol Brand Engine Oil, Rahimafrooz IPS & UPS sales.
- Responsible for annual unit business target and DCM target for specified Territory.
- Coordinate and lead skill team of Corporate, retail sales and auto service of specified Territory.
- Ensure target achievement each sector of outlet (e.g. Retail, Corporate and Service)

- Managing the performance and development of the outlet employee to ensure the needs of the business are met.
- Providing a first class customer experience to clients.
- Greeting all customers who come into the show room in a professional manner.
- Ensuring that all quotation prices and products given properly to prevent future complaints or problems from occurring.
- Organizing and developing all promotional activity within the showroom in a way that maximizes sales.
- Invoicing clients in a professional and timely manner.
- Following up all sales leads.
- Making sure that customer complaints are dealt with a timely and efficient manner.
- Reporting any issues to the head of retail regarding stock or supplies.
- Keeping the showroom area tidy and free from any potential hazards to both customers and employees.
- Completing showroom administration and ensuring compliance with all policies and procedures.

## **EXPERIENCE 02**

Organization : **Nitol-Niloy Group**  
 Position : **Senior Officer, Corporate Sales**  
 Duration : **December ' 2013 – May' 2015**

### **Responsibilities:**

- Responsible for Hero brand Mortorcycle sales target in monthly, quarterly and annually.
- Attending of regular corporate sales calls and ensuring of profitable negotiation.
- Actively participate in the annually and quarterly cycle plan activities and promotion activities.
- Collect market information to strengthen market intelligence activities.
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs.
- Present sales, revenue and expenses reports and realistic forecasts to the management.
- Identify emerging markets and market shifts while being fully aware of new products and competition.
- Establish, develop and maintain positive business and customer relationships.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Ensuring sales collection within due time frame.
- Increasing of the number of corporate fold to enhance business.
- Efficient management of key corporate account.
- Forecasting accuracy with increase task –force and corporate visit to business and fleet owners.
- Preparing data-base for corporate, institution and fleet owners with regular activities.
- More careful & efficient in the execution of their respective sales & distribution planning.
- Strives for innovation and takes calculative risks and balances long & short term goal.
- Proper filling to face audit & compliance team in weekly or monthly basis.
- Coordinate sales effort with team members and other departments and Continuously improve through feedback

## **TRAININGS & WORKSHOPS**

- **Sales Excellence by Shubbrato Dutta**
  - Topic: How to be a sales expert, SPANCO, Key client list Categorization or 80/20 ratio, Dealer Record Card (DRC)
  - Institute: LCBS Dhaka
  - Duration: 03 Days, Year: 2017
- **Advance Sales Skills with Multidimensional Activities**  
Duration: 01 Day  
Arranged By: Human Resource Department, Rahimafrooz Distribution Ltd
- **Business Communication**  
Duration: 01 Day  
Arranged By: Human Resource Department, Nitol Motors Ltd. (TATA Division)

## **ACHIEVEMENTS**

- Awarded heights corporate salesperson for the consecutive FY 16-17, 17-18 in RDL.
- Achieved annual sales target consistently with growth % every year.
- Successfully on boarded few major clients to RDL
- Appreciation by the management to propose and introduce new strategies/market to achieve business target

## **Personal Details:**

- Father's Name : ABDUL BATEN
- Mother's Name : MUKTI BEGUM
- Date of Birth : May 12, 1992
- Gender : Male
- Marital Status : Married
- Nationality : Bangladeshi
- National Id No. : 2398424982
- Religion : ISLAM
- Permanent Address : South Pangoan, South Keranigonj, Dhaka

## **EDUCATION**

Degree	Concentration/Major	Passing Year	School/College/University
MBA	MARKETING	2019	American International University Bangladesh- AIUB
BBA	MARKETING	2013	American International University Bangladesh- AIUB
HSC	Business Studies	2009	Ideal college, Dhaka
SSC	Business Studies	2007	Adarsha School- Narayanganj

**Hobbies:**

Watching movies, traveling to unknown place, Swimming, Playing and watching sports

**COMPUTER SKILLS**

➤ Expertise on **MS OFFICE**

**REFERENCES****Muhammad Shafiqul Islam**

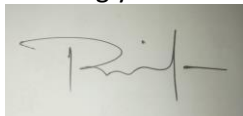
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"I hereby certify that all information stated in this resume above is true and completed to the best of my knowledge. I authorize to the receiver of this CV to verify the information provided in this resume."

Thanking you



Md. Mahatab Uddin Rifat