

TOWHIDUL ISLAM SAYEM

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Khilgaon, Dhaka- 1219.



CAREER OBJECTIVE

Energetic self-starter to make a contribution with enhancing skills, preferably in dynamic workplace that allows to grow professionally with personal development and to implement them for the progress in the organization.

EDUCATION

Masters in Business Administration	Marketing	University of Dhaka	CGPA 3.12	2021
Bachelor in Business Administration	Marketing	East West University	CGPA 2.55	2017
Higher Secondary Certificate Examination	Business Studies	Notre Dame College	GPA 5.00	2011
Secondary School Certificate Examination	Business Studies	Ideal School and College	GPA 5.00	2009

PROFESSIONAL EXPERIENCE

Shah Cement Industries Limited.

MTO (Sales Executive)

Department of Sales and Marketing

March 2022 – Present

- Smart dealing with clients to achieve monthly/yearly sales target.
- Build up excellent relation with concerned parties.
- Extensive market visit and creating new clients.
- Execute marketing process from order to on time delivery.
- Setting up meetings with potential clients and listening to their wishes and concerns.
- Prepare and deliver appropriate presentations on products and services.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.

Dong Ya Electrical Company BD Ltd.

Senior Marketing Officer

Department of Marketing and Sales

April 2018 – February 2022.

Job Responsibilities:

- Researching market opportunities and competitor's offers, activities and product quality.
- Maintaining regular communications with customers and finding product's demand.
- Creating trade marketing offers, product promotions and new campaign launching.
- Maintaining communications with delivery team, warehouse and customer to ensure product delivery.
- Collecting data about product quality from market and reporting.
- Ensuring target achievement and improve market share in Bangladesh.
- Sales report generating, bank transactions and related activities.
- Keeping social media's promotions and promoting products to the target market.

Black Sheep Production

Assistant Video Editor and Script Writer

December 2016 – December 2017

Job Responsibilities:

- Assisting to capture and edit studio-quality photographs and video.
- Regularly collaborate with marketing team.
- Researching background material and laying out the screenplay to an agreed format.

SKILLS & COMPETENCIES

MS Word, MS Power Point, MS Excel, Adobe Premiere Pro.

PERSONAL INFORMATION

Father's Name : Abu Sayeed
Mother's Name : Peyara Begum
Date of Birth : 26th February
Blood Group : AB+
Permanent Address : Dagonbhuiyan, Feni.

REFERENCE

MD. MOSTAFIZAR RAHMAN, ACA
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