



MD. EMON HASAN

**SALES EXECUTIVE
TOTAL BANGLADESH**

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Alir Jahal, Cox'sbazar-4700.



EXPECTED POST

Executive – Field Sales

CAREER OBJECTIVE

To work in an organization with immense responsibility, so that my situational and transformational efficiency, communication skill, problem solving skill and working experience can be solely utilized to bring a positive change in the organization.

CAREER HISTORY

SALES EXECUTIVE , TOTAL BANGLADESH (15TH AUGUST 2018 – TILL NOW)

[Total is a renowned multinational company of France. In Bangladesh, it provides LPG (Total Gaz) and Lubricant oil]

RESPONSIBILITIES

- 1.6 years job experience in LPG project for United Nations in Rohingya community at Cox'sbazar.
- Performing commercial sales, dealer and distributor visit as additional responsibilities besides the project.
- Logistic, supply and admin support for field operation, distribution, training, warehouse safety and bill monitoring for Rohingya project.
- Regular camp visit and monitoring of 15 depots, distribution centers at Ukhiya and Teknaf.
- Branding, safety and team management of warehouses in different camps.
- Promotional activities for respective clients.
- Communication and coordination with distributor/vendor, company and different organizations of United Nations (IOM, FAO, WFP, UNHCR), INGOs and NGOs.
- Doing meeting with foreigners, United Nations organizations, INGOs and NGOs.
- Daily reporting to project manager.
- Support in depot construction, re-construction and expansion tasks.

ACHIEVEMENTS

- Building up a back up team of 10 female who were fresher and trained them for conducting LPG safety training.
- Strengthen the field team by recruiting and training another team of 10 staffs who can now strongly organize warehouses, distribution and the Rohingya beneficiaries.
- Arranged frequent training for distribution staffs to operate M.Pos device of WFP for LPG transaction.
- Making the distribution structure.
- At present, there are 9 warehouses, 6 distribution points to operate distribution.
- This number was 4 in 2018.
- Provided LPG service to 5 INGOs, 3 local NGOs and 3 UN org. In 2018, we served only 3 organizations. This is the outcome of team work and smooth operation ability.
- Arranged 4 "LPG Safety Training" and gift providing for commercial and United Nations Organizations, INGO and NGO as promotional activities.

MEMBERSHIP

- The English Car Spoken Club
- TEC Travellers
- City University Blood Donation Club
- City University Cultural Club (EX)
- City University Sports Club (EX)

PROFESSIONAL COURSES

COURSE NAME	INSTITUTE	DURATION	REMARK
Intensive Course in French Language	Alliance Française de Dhaka	6 Months	A1 (1+2) - Completed A1 (3+4)- Completed
Spoken English	The English Car	3 Months	8 May 18- 8 August 18
Professional Graphic Design	Creative IT Institute	5 Months	6 September 2019 To 6 February 2020
Communication Skills	The English Car	1 July- 31 July 2018	Mirpur, Dhaka

TRAINING / WORKSHOP

TOPIC	ORGANIZED BY	DATE	PLACE
Presentation Skills	Training With Rushdina	11 November 2019	Banani, Dhaka
Professional Etiquette	Creative IT Institute	11 October 2019	Dhanmondi, Dhaka
Personal Branding	Creative IT Institute	11 October 2019	Dhanmondi, Dhaka
Advance Scope Training	IOM	29 July 2019	IOM Logbase-1 , Ukhiya
Scope Training	IOM	08 Octoberber 18	Hotel Shaibal , Cox'sbazar
Scope Training	IOM	06 September 18	Balukhali, Ukhiya Cox'sbazar

EDUCATIONAL BACKGROUND

DEGREE	SUBJECT	INSTITUTE	RESULT	PASSING YEAR
Bachelor of Arts	English Literature	City University	3.09 Out Of 4	2017
Higher Secondary Certificate (HSC)	Business studies	GBG University College	2.60 Out Of 5	2008
Secondary School Certificate (SSC)	Business studies	Ghatail Gano High School	4.63 Out Of 5	2006

COMPUTER SKILLS

Microsoft Office

Multimedia Presentation

Adobe Photoshop

Adobe Illustrator

INTERESTS

○ Travelling ○ Singing ○ Guitar ○ Design ○ Movie

LANGUAGE PROFICIENCY

Language	Level
Bengali	Fluent
Chittagonian	Basic
English	Fluent
French	Basic

INTERPERSONAL COMPETENCIES

- Working experience in humanitarian response program.
- Excellent written, verbal, presentation and communication skills.
- Able to work under pressure.
- Cope up with new situation and responsibilities.
- Ability to work in a team with innovative ideas.
- Excellent organizing and problem solving skills
- Target, result and deadline oriented.
- Initiated and capability in taking multitask.

PERSONAL INFORMATION

Name : Md. Emon Hasan
Father's Name : Md. Shahidul Islam
Mother's Name: Lovely Islam
Date of Birth : 3 March, 1990.
Gender : Male
Nationality : Bangladeshi
NID No : 19909322808000016
Passpot No: BT 0278507
Religion : Islam
Blood Group : O+
Height : 5'.5''
Present Address: Raj Mansion, West S.M para road, Alir Jahal, Cox'sbazar- 4700
Permanent Address: 141, Shantinagar M.N road, P.O+ P.S – Ghatail, District- Tangail-1900

REFERENCES

SAIFUL ISLAM

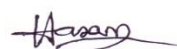
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CERTIFICATION

I, the undersigned, certify that, to the best of my knowledge and belief, this cv correctly describes me, my qualifications and experience. I understand that, any willful misstatement described herein may lead to dismissal, if employed.



Emon Hasan
29 January 2020