

04 June, 2021
Human Resource Department
Bangladesh Honda Pvt. Ltd.
Dhaka, Bangladesh

Subject: "Application for the post of Assistant – Sales Planning (Claim Settlement & Promotion Quality)"

Dear Hiring Manager,

In response to your job advertisement published on BDJobs.com. I would like to introduce myself to you as I believe I have the skills, qualifications, and experience necessary to make a significant contribution to your organization.

My keen interest in Sales & Marketing has enabled me to develop a good knowledge of work in a team, direct sales, customer service, after-sales service, maintain a good relationship with existing & new customers.

I have totally 1 year of experience in day to day sales operation, work in a team, negotiation skills, listening & communication skills, presentation & time management skills, daily market visit & creating opportunities, identifying new market & customer, establishing & keeping a good relationship with new & existing clients. That enhanced my technical capacity and performance. I can assure you that I am quick learner, adaptive as well as an energetic person.

Honda is a Japanese multinational conglomerate corporation. I've heard of your reputation in the industry, and I would be proud to work for a company with such an excellent track record and a strong example of leadership in the industry.

(I'm having a valid driving license).

I believe working in a reputed organization like **Honda Bangladesh Pvt. Ltd.** will provide me an excellent opportunity for my career. I would truly be grateful if I finally selected for that post and I will prove myself to be an important asset for your company through my dedication, sincerity, and the highest level of professionalism.

I would love to talk to you in more detail regarding this amazing opportunity at your company. It would give me great pleasure to hear back from you regarding my application.

Sincerely,



MD. Sultan Rabby
Cell: +8801736900792
E-mail: sultanrabby10@gmail.com

CURRICULUM VITAE
OF

Md. Sultan Rabby

104, North Basabo, PO: Basabo, Dhaka- 1214, Bangladesh
sultanrabby10@gmail.com, +8801736900792



Professional Experiences

Sheraspace Limited

11/2019 – 03/2020

Intern, Sales

- Generated leads, Visited potential clients to understand their requirements and promote services, Gave sales presentation to clients
- Helped determine price quotations proposed to clients
- Resolved client queries about services & achieved customer's satisfaction

Dupno International Limited

04/2018 – 09/2018

Sales Growth Specialist

- Daily client visited extensively, Dealed with customer queries and complaints
- Ensured customer satisfaction, Developed relationship in target markets
- Achieved short and long term sales goal, Developed and managed sales & marketing operational plan

Aarong

05/2015 – 07/2015

Sales Associate

- Handled customers queries & resolved
- Achieved customer satisfaction & sales goals

Education

National University, Bangladesh

- Bachelor of Business Administration (BBA): Marketing, September 2019
- CGPA: 3.03 out of 4.00

Dhaka City College, Dhaka

- Higher Secondary Certificate: Business Studies, 2014
- GPA: 4.60 out of 5.00

Motijheel Model High School, Dhaka

- School Secondary Certificate: Business Studies, 2012
- GPA: 4.88 out of 5.00

Activities

- Captain of the school cricket team of 2012 batch, 2018 - continuing
- Class representative, Abujar Ghifari College, National University, 2015 – 2018
- Representative of 2012 batch in Motijheel Model Ex Student Association

Training & Skill

Training

- Trained on Practical SEO from BITM & Advanced SEO from CV Linked Training, 2019

Computer Literacy

- Microsoft Office (Microsoft words, Microsoft excel, Microsoft powerpoint)
- Google Docs, Google Sheets, Google Slides

Language

- Fluent in Bangla & English

Personal Information

- Permanent address: Vill- West Fazilpur, P.O- Fazilpur, P.S- Feni, Dist- Feni
- Date of birth: 10th February 1996
- Marital status: Single
- Height: 5'10"

Reference

- | | |
|--|----------------------|
| - Name: Syed Amimul Ahsan Shovon | Taki Osmani |
| - Designation: Senior Executive, Sales | Reservation Manager |
| - Company name: Avery Dennison | 1 Stop Holidays Ltd. |
| - Mobile number: 01713426977 | 01711782826 |

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.



Md. Sultan Rabby

Date: 04-06-2021