

MD. JUBAER ALAM

Address: House: 05, Road: 07, Block: F, Eastern Housing, Pallabi Ext. Mirpur, Dhaka-1216,
Mirpur, Dhaka
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Employment History:

Total Year of Experience : 6 Year(s)

1. Assistant Manager (June 1, 2019 – October 10, 2019)

Kothabari Builders Ltd.

Company Location : House-5 (Level 4), Avenue-01, Block-B, Mirpur-10, Dhaka-1216.
Department: Marketing and Sales

Duties/Responsibilities:

- Expected to be target oriented and ensure the achievement on time.
- Creating new corporate/industrial or group customer to accrue the sales target.
- Building a strong relationship with the customer.
- Have to achieve individual monthly/ quarterly sales target.
- Achieve company revenue and profit target with proper planning & execution.
- Develop creative sales technique to meet business goals.
- Adaptability with market changes.
- Maintain customer relationship and establish a strong customer base.
- Any other task assigned by the management.

2. Assistant Manager (January 15, 2019 – May 31, 2019)

Scion Asset Developers Ltd.

Company Location : House # 8 (Level 2), Block # B, Banashree Main Road, Rampura, Dhaka-1219.
Department: Marketing and Sales

Duties/Responsibilities:

- Expected to be target oriented and ensure the achievement on time.
- Creating new corporate/industrial or group customer to accrue the sales target.
- Building a strong relationship with the customer.
- Have to achieve individual monthly/ quarterly sales target.
- Achieve company revenue and profit target with proper planning & execution.
- Develop creative sales technique to meet business goals.
- Adaptability with market changes.
- Maintain customer relationship and establish a strong customer base.

3. Executive (November 3, 2014 - October 31, 2018)

Bikroy.com Ltd

Company Location : Floor 5, House 06, Block: C, Kamal Ataturk Avenue, Banani, Dhaka-1213
Department: Category management

Duties/Responsibilities:

- Establish strong, long term relationships with business owners.
- Successfully convince clients to use Bikroy.com's services.
- Maintain relationship with business owner.
- Assist and train business owners to upload advertisements on Bikroy.com.
- Give feedback to develop new product/service and improve existing product/service.
- Ensure that business owners purchases premium and paid products from Bikroy.com.
- Perform according to monthly defined Key Performance Indicators (KPIs).
- Conduct daily and weekly reporting to your manager.
- Work on different projects assigned by Bikroy.com management.

4. **Assistant Merchandiser (June 1, 2013 - July 1, 2014)**

Fashion Express

Company Location : KA-147, Joar Sahara Bazar, Vatara, Dhaka-1229.

Department: Merchandising

Duties/Responsibilities:

- Introduce new Customer & overall follow-up, such as product development to shipment.
- Overall responsibilities to look at designated accounts assigned by the management, and provide updates.
- Must have excellent communication skills with suppliers and clients.
- Make full costing in knit or woven garments, negotiation and order confirmation.
- Coordinate with Planning dept. to determine delivery schedule and sequence of implementing all order in the lines.
- Coordinate with sample section to ensure proper sample design for buyers, send the sample on time and follow up any comments or acceptance of that sample from buyer side.
- Monitor sample development and production to meet buyer requirements.
- Communicating with Buyer for technical clarification, when required.
- Co-ordinate with Production Team in order to deliver on time shipment and ensure updating order status to buyer.
- Follow-up purchase orders, internal orders & costing sheets.
- Follow-up about fabric knitting and dying.
- Coordination with factory team for proper & in time execution of production.
- Must be an effective team player.
- Proper execution of orders according to planned 'Time and Action Plan' on regular basis to ensure on time shipment with right quality and quantity.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration (BBA)	General	North South University	CGPA:2.43 out of 4	2012	4
HSC	Science	Collage Of Development Alternative	CGPA:5 out of 5	2006	2
SSC	Science	Al-Hera Academy	CGPA:4.31 out of 5	2004	2

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Preferred Job Category : Marketing/Sales
Preferred District : Dhaka

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details :

Father's Name : Md. Habibur Rahman
Mother's Name : Rita Yasmin
Date of Birth : January 8, 1990
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Current Location : Dhaka

Reference (s):

Name : Md. Azizur Rahman
Organization : Shewl Thread and Accessories

Designation : Managing Director
Address : 2/K, Plot: 27, Rupnagar, Dhaka-1216.
Phone (Off.) : 028019763
Relation : Relative