

MD. Zahidul Islam

Phone:01937948131

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Sir

as a young, self-motivated individual I am extremely interested in submitting an application to your organization.

In April 2018 I completed my graduation from East-West University in Business Administration with major at human resource management and at Finance. While completing my graduation, I was involved in various club activities, competitions, and pieces of training which polished my knowledge and enriched me with various experiences and also made me fit physically and mentally for performing a job with perfection.

After completing my graduation, I had worked for a Japanese global car exporting company named "SBT japan LTD" where my key responsibility was to sell cars by performing bilateral communication with clients. This position had given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

With regard to my ability to meet some requirements for the job:

- **Customer service:** working for the company to provide fast and best customer service in terms of customer registration, offering better alternative suggestions within the expected budget, reaching to the customer on time through phone or email, providing ins and out information of cars and also after-sale service with maintaining a good relationship.
- **Working functions:** Responsibilities at SBT japan LTD included calling to potential customers, receiving mail for inquiry, providing total information of sales to the administrative body, building relationships with customers and tracking market demand of cars, etc.
- **General Administration:** Certificate in business Administration has provided me training in the use of skill including written communication, data processing, records management, presentation, and also knowledge in business strategy.

My teachers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My energized and curious behavior also makes me fit to meet the key requirements of this position.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment, and pre-existing skills will allow me to fit into your work environment and immediately start supporting the need of your organization.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

MD. Zahidul Islam

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Career objective

To secure a position as professional & executive personnel in order to utilize my administrative, technological, and interpersonal skills with accuracy and efficiency to maintain a self-motivated, productive, and goal-oriented environment for the entire professional team on board while maintaining extensive customer loyalty.

Education

Bachelor of business Administration (BBA):

Institution	East West University
Concentration Area	Management & Finance
Department	B.B.A
CGPA	3.37 (at the scale of 4)
Passing year	2018

Higher secondary certificate (HSC):

Institution	Dhaka commerce college
Group	Business studies
GPA	5.00
Passing year	2012

Secondary school Certificate (SSC)

Institution	A.K. High school & college
Group	Business studies
GPA	5.00
Passing year	2010

Experience

Company name: SBT japan LTD

Position: overseas sales executive

Job type: Full-time

Department: Sales & Marketing

Company Location: Ahmed Tower, Kamal Ataturk Avenue, Banani, Dhaka

Duration: From May 2018 to April 2020

Duties/Responsibilities:

- *Selling cars and continuous bilateral communication are the key responsibilities.
- *Searching for new customers effectively and efficiently.
- * looking after product promotion activities & corporate sales planning
- * Achieving Monthly sales target
- * Arranging Corporate sales meetings, building customer relationships, Other sales, and marketing- related works.
- * Regular follow-up with existing / potential clients.
- * Research market regulations and update with new changes.
- * Forecasting future buying trends and seasonal events.
- * Monitoring Supply Chain and Logistic activity to ensure smooth business.
- * Liaising with headquarters to plan and implement a new marketing plan.
- * Scheduling and allocating appropriate products to achieve the highest customer satisfaction
- * Monitoring inventory control electronically, including goods bought, sold and reconciliation of the on-hand inventory

Trainings achieved

- i. Microsoft excel essentials: Training& workshop offered from Business club in East West University.
- ii. Microsoft power point essentials: Training& workshop offered from Business club in East West University.
- iii. Presentation & public speaking: Training & seminar in East West University.

Skills

Computer literacy:

Excellent in office power point
Excellent knowledge in office Excel
Good user of Microsoft word & office program (average speed 38/40 per minute)

Language:

Bangla: Native speaker
English: Competent user
Excellent at Speaking & listening
Decent in Reading & writing

Industry knowledge:

International business
project planning and management
Direct sales with customer satisfaction
Customer database management

Interpersonal skill:

Public speaking
Negotiation
Leadership
time management
Global sales and customer engagement

Educational experience

Human Resource analysis:

Description: A strategic report on “labor union and industrial conflict at DBL group”
Course : Industrial relation and labor law

Marketing analysis:

Description: A comprehensive marketing report on ‘Somoy Television’.
Course : Marketing management

HRIS analysis:

Description: Developed an automated HR system according to need based basis
Course : Human Resource information system.

Investment analysis:

Description: Developed an efficient investment portfolio in place of an Investment Bank
Course : Financial investment analysis & management

Expatriate analysis

Description: Developed a complete scenario of expatriate management & provided an effective strategy for expatriate management to Zaara fashion house.
Course : International human resource management

Personal details

Fathers name : Md. Zahirul islam
Mothers name : Ayesha akter
Date of Birth : 20th December 1995
Nationality : Bangladeshi
Permanent Address : 11/2 Mouchak, Siddirgonj
Marital status : unmarried
Religion : Islam