

# Md Rakibul Hassan Nayon

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## Career Objective

Willing to work in a challenging and competitive environment where sense of responsibility and commitment is required for learning, growing and achieving success in life.

## Work Experience

- ❖ Worked as a **Territory Officer** at **Dhaka Tobacco Industries (Akij Corporation Ltd)** from March, 2016 to December 2017.

### **Major Responsibilities:**

To plan and achieve the secondary sales target through.

1. Proper **Distribution** and productivity, Coverage, Visibility and merchandising
2. Depot and Distributor management and development.
3. Own field-force management and development.
4. Ensure product quality and retail service.
5. Implement trade and brand marketing program and innovation management.
6. System and process implementation for field-force.
7. Consumer engagement activities.
8. Performance management and monitoring for field-force.

### Achievement:

- Got promotion to Territory Officer from Assistant Territory Officer within six months based on performance.
- Have been selected number one Territory Officer three times in area.
- Awarded **Gold Star** on the basis of MoM Sales growth for the month of March.

- ❖ Worked as an **Accounts Executive** at **Food Panda Ltd** from September 2015 to February 2016

**Major Responsibilities:**

- Bank Reconciliation
  - Cash Reconciliation.
  - Vendor Payment
  - Cash Collection
  - Rider Salary payment
- ❖ Completed my **Internship** from **ACNABIN Chartered Accountants** (May 25, 2015 to August 24, 2015) in the Cash Incentive Department.

**Major Responsibilities:**

- Verification of application
- Calculation of cash subsidy against application and disbursement
- Calculation of maximum acceptance value (for RMG and textile sector only)
- Rate of incentive is properly followed or not
- Wastage calculation, properly done or not
- Auditing LC and Other related document for clearance

**Educational Qualification**

Name of the Institution	Degree	Major	Result	Year
BRAC University , Dhaka	BBA	Finance and Marketing	3.23(4)	2015
Dhaka Commerce College, Dhaka	HSC	Business Studies	5.00(5)	2009
Mirpur Bangla High School , Dhaka	SSC	Business Studies	4.63(5)	2007

**Skills/Competencies:**

- **Personal initiative-** I work with energy and pace in an organized manner using earned knowledge and experience to thrive in my self-owned business.
- **Team work-** I can work well as part of a team and have proved that during my career as area operation manager.
- **Problem solving-** I have taken appropriate measures to identify and solve an array of issues during my audit and other services provided to different clients.

- **Leadership-** I have the strengths and abilities individuals demonstrate that help the oversee processes, guide initiatives and steer employees toward the achievement of goals.
- **Team motivation-** I go through to persuade employees to give their best effort to a professional task. I keep the positive reinforcement constant until the task is completed.
- **Computer Skills:** Advanced in Microsoft Word, PowerPoint, Excel, Outlook, And Operating System. Advance in Internet Browsing and email.
- **Language Skills:** Fluent in English and Bengali (Reading, Writing and Speaking)

### **Extra-Curriculum Activates**

Dedicated personal social service to promote friendly environment under a youth organization

‘CHANGE’ (is the global partner of Liter of Light which has its activity in 11 countries) and worked in the field of renewable energy, water and social business at various offices and residential areas of Bangladesh.

Worked as a **Volunteer** (Commercial) of **ICC T20 World Cup 2014**.

Organizer of helping hand, donation of necessary materials to orphans and **physical challenged** students.

Organized a seminar for **SEID** with a purpose of social awareness for physically challenged people.

I am donating **Blood** on a regular basis from 2011.

**Interest:** Playing Cricket, football, Traveling, Trekking, Cycling and Music.

### **Achievements:**

#### **Reference:**

Sarwar Salim

Area Manager, Rajshahi

Japan Tobacco Ltd

Contact Number: **01817541419**

Email: Mdsarwar.salim@jti.com

Md Mashrur Rahim Sadat

Head of Finance and Administration

**Bikroy.com Limited**

Contact Number: **01717477263**

Email: **mashrur.rahim@bikroy.com**

Signature



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(Md Rakibul Hassan Nayan)