

Date: April 21, 2022

To,
The Hiring Manager
Dhaka, Bangladesh

Sub: Applying for the position of

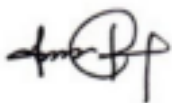
Dear concern,

I am pleased to introduce myself. I understand that your organization operates in a professional, dynamic and vibrant environment. I am confident that there would be extremely challenging and growth-oriented career opportunities existing in your organization. All this positively motivates me to explore an appropriate opening with your good self.

I can assure you that with knowledge and skills acquired during my service, I would be able to make a significant contribution to your organization.

I am enclosing my resume herewith for your kind perusal. I am looking forward to an opportunity to meet your good self and exploring possibilities further.

Regards

A handwritten signature in black ink, appearing to be 'Imran Khan' with a stylized circular flourish.

(Muhammad Imran Khan)



Muhammad Imran Khan
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Career Objective: I work as an owner for the success of my responsibilities, have the true desire to deliver maximum possible effort and to serve in any esteem organization with utmost sincerity that offers challenges to accomplish mission, to achieve set goals with optimum perfection on the way to build up a career as a professional.

Strengths: workaholic, energetic, technical skill so good, accommodating, organizing capacity, very much aware and having good understanding on acts, rules, regulations, policies and status of contemporary issues and agenda of corporate sector management, strong sense of responsibility and capability of quick service delivery.

1. Academic qualification:

2014 MBA in Accounting, Department of Accounting,
National University, with CGPA 2.97 out of 4.00

2013 BBA in Accounting, Department of Accounting,
National University, with CGPA 2.49 out of 4.00

2009 HSC in Business Studies from Al Amin Academy
School & College, Chandpur, Comilla with GPA
3.30 Out of 5.00

2007 SSC in Business Studies from Al Amin Academy
School & College, Chandpur, Comilla with GPA
4.81 Out of 5.00

2. Experience:

Job Period: Total **6.3y continue** (Daraz HQ **3.4y**)

1) **Millennium-associates Ltd.** as a **AVP**, Procurement Department

(<https://www.millennium-associates.com/>) Job Period: April'22 To Till

- Responsible for Purchasing and Cost estimation activities for the organization.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Develop a purchasing & material sourcing policy, set a standard lead time for delivering to the end consumer
- Make sure all the requisite and approved commodities availability as per the specification.

2) **Let's Go Mart Ltd.** (a reputed eCommerce) as a **Product Manager**, Commercial Department

Job Period: December'21 to March'22 (**Company Shut Down**)

- Defining the product vision, and working closely with engineering, sales, marketing and support to ensure revenue and customer satisfaction goals are met
- Acquisition department and b2b department – both department lead
- Build up category with demanded products, develop products positioning, category products gap fill up, demand created by planning and focus to create organic customer
- Product planning and execution throughout the Product Lifecycle

3) **Kmarket Bangladesh Ltd.**(korean eCommerce)as a **Manager**, Business Development Dep

Job Period: December'20 To November'21 (1y)

- Design, plan execute, business development & performance - reporting to **managing director**
- Development and create b2b channel
- Created marketing, promotion, and operating system modules for team members
- To do Plan, manage, and implement measures to heighten the effectiveness and performance of the team
- Developing a solid and trusting relationship between major key clients and company
- Products source, price negotiation, delivery successfully managed

4)1 Daraz Bangladesh Ltd as Jr. key account manager, **Market Place**, Commercial Dep.
Job Period: April, 2020 to November,2020 (8m)

- Market Survey, analyze competitor brands' campaigns and their brand insights, sales trend, competition behavior and researching on the target customers insights.
- Activation, execution and coordination of all campaigns
- Maintaining acquisition trackers (seller status, follow up, contract signed to live etc.) for daily based report

Additional:

Daraz mall (**dMall**): Top 315 merchants (brand) in dMall. Mall merchant, my responsibility is to communicate and do update accordingly

4.2 Daraz Bangladesh ltd, as key account manager, Automotive & Motorbike, Commercial dep.
Job Period: November 2018 to March 2020 (1.5y)

- Worked with the **Chief commercial officer** to diversify and grow the category as a whole
- Monitoring marketing efforts to ensure maximum visibility and sales
- To solve all order issues, payment issues & other relevant issues for key account

4.3 Daraz Bangladesh Ltd, as an Acquisition executive, Acquisition Department
Job Period: September 2017 to October 2018 (1.2y)

- Acquire **300 new merchants per month** through both online and offline acquisition (when daraz policy, used to pay the merchants 1 month later)
- Daily market visit and meeting
- Merchants train up for daraz seller center system (which used 11 country)
- Onboarding strategic brand & merchant based on data-driven analysis
- Build up strategies to increase number of seller and make them active.

5) WWExpert Ltd. as a Trainer of Land Management Solution Software (<https://land.gov.bd/>)
Job Period: August 2014 to March 2016 (1.8y)

- Train up **2500 employee**
- Assess individual and group training needs; maintain individual and group training records
- Develop and deliver programs of learning activities
- Check and assess (grade) users' work and deliver feedback with course grades
- Evaluate trainees to determine progress and training effectiveness

3. Others: Freelancer journalist, online news portal

4. Computer literacy: Microsoft office (excellent of excel & power point)

5. Language skill: Professional command of english spoken

6. Personal Information:

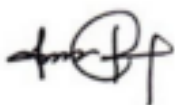
Name: Muhammad Imran Khan
Father's Name: Muhammad Nowab Ali Khan
Mother's Name: Nasima Begum
Smart ID No: 912 558 5423
Date of Birth: 20 July, 1991
Blood: O+
Nationality: Bangladesh
Permanent address: Chandpur Sadar, Chandpur-3605
Present address: 171/A Kalabagan 2nd lane, Dhaka-1205

7. Reference:

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I, the undersigned declare that the information specified in this CV is true to the best of my belief and knowledge and correctly describes my experience and myself.



(Muhammad Imran Khan)