

**CURRICULUM VITAE**  
**OF**  
**LAILATUL BARAT MUNSHI**  
E-Mail: [sujan.barat@gmail.com](mailto:sujan.barat@gmail.com)  
Cell:- +88 01855-554915



## OBJECTIVE

For the development of potential and challenging career in the competitive environment where strong of responsibility and commitment is repaired and dignity of work provides job satisfaction and the place of work provides potential assurance for growing and achieving the hierarchy of the organization.

## EXPERIENCES

- Now I am working at area dealer of Bangladesh Honda Private Ltd. Manager from 1<sup>st</sup> Jun 2018 to till now.

### **Major Five Responsibilities:**

1. Monitoring & train up the Sales Officer
2. Market visit properly
3. Ensure the primary & meet the secondary target
4. Properly prepare the monthly claim & others report.
5. New distributor set up.

- I worked Mobarak Motors. As an Assistant Manager from 7<sup>th</sup> Feb 2016 to 30<sup>th</sup> May 2018.

### **Major Five Responsibilities:**

1. To create the awareness about promotional activities.
2. Physically market monitoring.
3. Ensure the primary & meet the secondary target
4. Prepare the monthly claim & others report.

## LANGUAGE PROFICIENCY

- Bangla (Mother Language)
- English.

## COMPUTER SKILLS

- Office program
- Graphics design
- Internet Browsing
- E-mail
- I used to Windows XP, Windows 7, Windows 8, Windows 10.
- Skill in typing Bengali and English.

## ACADEMIC QUALIFICATION

### B S S (HON)

Name of Department : Political Science  
Name of University : National University of Bangladesh  
Result : 2.72(Out of 4.00)  
Year of Passing : 2017

### H S C

Name of Group : Science  
Name of Board : Baburhat High School & College, Chandpur.  
Name of Board : Cumilla  
Result : GPA- 2.90 (Out of 5.00)  
Year of Passing : 2013

### S S C

Name of Group : Science  
Name of School : Safarmali High School, Chandpur  
Name of Board : Cumilla  
Result : GPA- 3.63(Out of 5.00)  
Year of Passing : 2011

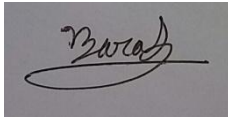
## KEY SKILLS ACQUIRED

- Strong motivation and commitment for work.
- Endurance to work long hours and under pressure.
- Ability to work independently as well as a team member.
- Formulate promotional strategies, development of promotional aids and action plans.
- Development business plan for formulation of strategies and product promotion guidelines.

## PERSONAL DETAILS:

Name : Lailatul Barat Munshi  
Father's Name : Mukbul Munshi  
Mother's Name : Momotaj Begum  
Permanent Address : Vill: Kalyandi, P.O: Baburhat,  
P.S: Chandpur Sadar, Dist : Chandpur.  
Date of Birth : 01/01/1995  
Place of Birth : Chandpur.

Nationality : Bangladeshi  
Religion : Islam  
Marital Status : Unmarried  
Sex : Male  
Blood Group : A+

A square box containing a handwritten signature in black ink. The signature appears to be 'Barat' with a stylized flourish underneath.

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**Lailatul Barat Munshi**

Date: 10 September 2020