

Resume Of

Md. Moshir Rahman

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Career Summary

6 years of practical working experience as a Sales Admin and more than 9+ years of professional working experience in 3 reputed organizations of Bangladesh.

Career Objective

To work as a sales admin in sales department of any first growing large local or multinational organization with immense responsibility so that my situational, Communication, problem solving, customer handling skill and my practical working experience can be utilized to bring a positive change in the organization.

Work Experience

1. Sr. Officer, Sales Admin, Since January'2019 to till now.

Reporting to: AGM, Sales & Marketing

Paragon Group

Address: Paragon House, 5 Mohakhali C/A, Dhaka-1212

Job Description:

- Maintaining accurate database of Dealers and Sales Team on regular basis.
- Follow up daily sales & collection.
- Regularly communicate with sales team & dealers for due collection.
- Performance analysis of dealers & sales personnel.
- Preparing various reports on sales & distribution.
- Dealing with Attendance, dealers commission, sales incentive & other Compensation related matters.
- Review and report of the customer query, claims, and proposal/request.
- Liaison with the logistics department to ensure timely deliveries.
- Communicating and arranging various meeting at various location.
- Processing paperwork and agreement related task.
- Visit the market and distribution points as required.

2. Officer, Sales Admin, Since November'2014 to December'2018

Star Adhesives Ltd.

Reporting to: Head of Sales

Partex Star Group

Address: 68, Tejgaon Industrial Area, Dhaka-1208, Bangladesh.

Job Description:

- Strong monitoring on day to day proposed journey plan of sales team.
- Monitor Salesforce activity and frequently communicate with them for sales order process.
- Preserving & update database of current sales force, product price, distributors, retail outlet lists and competitor's information.
- Follow up distributor's outstanding and maintain liaison for credit collection.
- Generate reports related to sales activities like daily/weekly/monthly sales vs achievement analytic reports.
- Collect field force TA/DA bill, check & summarize total bill & submit to the accounts department.
- Administrative support to concern HR person for timely manpower requisition, confirmation, extension, sales training etc.

3. QC Inspector, August 2011 to October 2014

Quality Department

Reporting to: Quality Supervisor & Quality Manager

AJI Group

Address: 226, Singair Road, Hemayetpur, Savar, Dhaka, Bangladesh.

Academic Qualification

Masters of Business Study (Management) 2016

Govt. Bangla College, Mirpur.

National University

2nd Class

Bachelor of Business Study (Management) 2011

Joypurhat Govt. College, Joypurhat.

National University

2nd Class

Higher Secondary Certificate (Commerce) 2007

Joypurhat Govt. College, Joypurhat

CGPA 2.60 (Out of 5.00)

Secondary School Certificate (Science) 2005

K.G & High School, Joypurhat

CGPA 3.56 (Out of 5.00)

Volunteer activity

Oct'2007 to Apr'2008: Data Entry Operator

National ID card preparation project of "Bangladesh Election Commission" under the supervision of Bangladesh Army.

Language and Professional Skills

Language: Mother tongue – Bengali. Fluent in Bangla and full working knowledge on English.

Soft Skills:

- Knowledge & Experience
- Insight & Integrity
- Hardworking, sincere & knowledge seeker
- Reliability & Quality of work
- Ability to take responsibility

Computer Skill:

- Comprehensive knowledge of Microsoft word, Excel, PowerPoint & Outlook.
- Internet browsing, Communication (E-mail, Messengers) & Average fast typing both Bangla & English.

Training

Key Account Management

Trainer: Mrs. Godha Govind, Asia Pacific Educational Engagement Manager, Alltech

Attended day long training organized by Alltech at Paragon House on April'2019.

Advanced Excel Training

Attended three days long training conducted by IT department of Paragon Group on February'2019.

Topics Covered: Conditional formatting, Advance lookup functions, logical function, Match & Index Function, Advanced Pivot table and more.

Microsoft advanced Excel 2010

One day long training arranged by HRD department of Partex Star Group on April'2018.

Topics Covered: Excel data function, advance filter option, the match function explained, The INDEX function, the lookup function explained, the pivot table explained, multiple link function, etc.

Personal Profile

Father's Name	: Md. Ahsan Habib
Mother's Name	: Mahabuba Ara
Date of Birth	: 25 th December, 1990
Marital Status	: Married
Nationality	: Bangladeshi
National ID	: 19903824709000028
Religion	: Islam
Permanent Address	: Village: Biswaspara, Holding No: 344, Post. + Thana + Dist.: Joypurhat.

References

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| 1. Dilnaz Begum
Deputy Manager
Star Particle Board Mills Ltd.
68, Tejgaon I/A, Dhaka-1208.
+8801713-396390 | 2. Mr. Zahid Islam
Manager, Sales (Feed & Chicks)
Paragon House, 5 Mohakhali, Dhaka-1212.
+8801313763101, +8801992690022 |
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Declaration

I hereby, declare to the best of knowledge and belief that this resume correctly describes my qualifications and quality. I realize that any misstatement described here results me in disqualification or dismissal, if engaged.



Md. Moshir Rahman