

Dear Hiring Manager,

Good Day. I read your posting for a new Area In Charge (Executive) - Field Sales with interest. My experience aligns well with the qualifications you are seeking at Bangladesh Honda Pvt. Ltd; I am certain I would make a valuable addition to your organization.

With 4 years' experience as a sales person, I am adept in team leadership, dealer sales management, B2B sales and business development. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate communication and interpersonal skills, I excel at:

- Maximizing revenue generation with effective sales strategies.
- Consistently achieving dealership sales goals.
- Using aggressive and successful sales techniques and effective sales leadership.
- Motivating sales team with internal contests.
- Utilizing promotional offers and campaigns to drive the revenue.
- Training sales team and business partners to develop the assigned market.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for 2 wheels. I am extremely enthusiastic about Bangladesh Honda Pvt. Ltd and would welcome the opportunity to contribute to your sales, satisfaction and customer goals.

For your kind acknowledgment, I have a valid Driving License (Validity: till 23 April 2029)

Please review my attached CV for additional details regarding my expertise. Looking forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Neamah Al Rabbi

Curriculum Vitae

NEAMAH AL RABBI

Address: House-24&26, Block-B, Road-6, Banasree, Dhaka-1219.
Contact: 01730404154, 01675486695
Email: turjoneamah@gmail.com



Employment History:

1. Territory Manager, Sales (October 22, 2019 - Continuing)

Beximco Communications Limited

Company Location: Dhaka
Department: Distribution Sales

Responsibilities:

- Strengthen the distribution and sales network by increasing the retailers to the maximum possible extent in the assigned territory.
- Ensure existing customers are adequately serviced.
- Understand the market demographics and drive sales strategy according to customer segments.
- Drive the basic distribution parameters such as Channel profitability and Channel satisfaction.
- Initiate active relationship management programs through continuous and effective engagement with Retailers and Field Sales Executives.
- Increase value for Partners i.e. Distributors, Retailers and Field Sales Executives through systematic marketing and merchandising activities.
- Develop timely Market Intelligence reports, detailing the changing customer trends and competitor's performance.
- Work closely with the network team to understand and improve network in the markets.

2. Key Account Manager, Corporate Sales (January 3, 2018 - October 21, 2019)

Suzuki Bangladesh, Rancon Motor Bikes Limited

Company Location: Dhaka
Department: Sales

Responsibilities:

- Develop and maintain relationships with different existing corporate clients.
- Enhance sales and thereby drive revenue for the company.
- Build relationships with potential corporate clients.
- Acquire a thorough understanding of key customer needs and requirements.
- Play an integral part in generating new sales that will turn into long-lasting relationships.
- Analyze how the competitors are positioned in the market.
- Responsible for the development and achievement of sales through the potential corporate channel.
- Forecasting annual, quarterly and monthly sales target

3. **Executive, Corporate Sales (Project H2O, Third Party) (January 2, 2017 - November 29, 2017)**

Unilever Bangladesh Limited

Company Location: Dhaka

Department: Sales

Responsibilities:

- Making appointments with and meeting new customers
- Meeting sales targets
- Promoting the brand with special deals
- Advising customers about delivery schedules and after sales service
- Recording orders and sending details to the office
- Giving feedback on sales trends

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
Master of Social Science (MSS)	International Relations	University of Dhaka	CGPA:3.02 out of 4	2019	1.5
Bachelor of Social Science (BSS)	Media and Communications (Major: Advertising)	Independent University Bangladesh (IUB)	CGPA:3.13 out of 4	2017	4 Years
HSC	Business Studies	Dhaka City College	GPA:5 out of 5	2012	-
SSC	Business Studies	Ideal School and College	GPA:4.94 out of 5	2010	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Live in field Experience (LFE)	Rural Development and Survey	Friends in Village Development Bangladesh (FIVDB)	Bangladesh	Sylhet	2016	14 days
Marketing Management	Fundamentals of Marketing	SME Foundation	Bangladesh	Dhaka	2016	5 days

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Dealer Management• Brand Communication• Distribution Sales• Digital Marketing• Market/ Consumer Research• B2B Sales• Trade Marketing• Corporate Engagement• Customer Support/ Client Service• Negotiation Skills	As an organized and highly creative individual, I love the challenges of working within a dynamic and fast paced working environment. The knowledge gained from my corporate experience with companies has shaped my ability to adapt quickly, work efficiently and think creatively as part of a team or on my own.

Extra-Curricular Activities:

- "List A" Player, Bangladesh Cricket Board.
- Former General Secretary, IUB Sports Club.
- Co-Founder "Friends Club Co-Operative Organizations"

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details:

Father's Name : Murshed Azam
Mother's Name : Sagufta Yasmin
Date of Birth : April 27, 1993
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 9113562665
Religion : Islam
Permanent Address : House-24&26, Block-B, Road-6, Banasree, Rampura, Dhaka-1219.

Reference (s):**Reference: 01**

Name : Professor GM Shahidul Alam
Organization : Independent University Bangladesh
Designation : Head of the Dept. of Media and Communication
Address : Plot-16 Block- B, Aftabuddin Ahmed Road, Bashundhara R/A, Dhaka- 1229.
Mobile : +880-1731914260
E-Mail : gmsalam@iub.edu.bd
Relation : Academic

Reference: 02

Mr. Sayeed Liaquot Hossain
Beximco Communications Limited
Head of Sales
Plot-4, Road-22, Sam Tower, Gulshan-1, Dhaka- 1212.
+880 1911310808
sayeed.hossain@bexcom.net
Professional