



KHONDOKER SHADAT MOHAMMAD SAYEM

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Career Objectives

Seeking a professional platform where I can grow up with my all potentials and can utilize all capabilities. Want to be a pioneer in the Manufacturing & Cost specialists segment. Believe in Self-learning, Motivation and Ethics. Seeking different challenges to explore in new chapter and chances to take an organization in a leading position.

Professional Qualifications

- Degree Cost Management Accountant (ICMAB)
- Level (running) Operational Level
- Level Completed Business Level
- Sound Knowledge IAS and IFRSs

Professional Achievements

- KRA-KPI Achievement of **2019-2020** **93.87**
- KRA-KPI Achievement of **2018-2019** **95.05**
- Got two “**Functional Promotion**” in consecutive 2 year

Work Experiences

Niloy Motors Ltd.
Executive

April 2018 to Present
Dealer Management

Key Responsibilities

- Financial analysis, planning and ROI calculation of dealers.
- Appointing dealer as per market demand and market analysis.
- Settle Financial formalities and procedures for new, existing and closed establishments.
- Budgeting of quarterly, semi –annually & yearly activation costs.
- Maintain different Network and Dealer Management MIS.
- Maintaining stock and order quantities of marketing materials.

Market Express Limited
Officer

November’17 to March’18
MIS

Key Responsibilities

- Generating operational & sales reports.
- Managing and summarizing promotional activities report.
- Assisting in logistics and procurement department
- Recruitment processes, managing employee file etc.

Strengths

Financial Analysis

Cost Estimation

Team Lead

Communication Skill

Microsoft Excel

Punctuality

Team Coordination

Graphical Presentation

Pressure Handling

Training Summary

Training on

- Effective Communication & Interpersonal Skills- September, 2019
- Training on Team Building- February, 2019
- Social Accountability & Ethical Sourcing by Aarong- August, 2015
- Student Leadership Development Program by BCCP- February, 2014

Education

2013-2016

East West University

Bachelor of Business Administration (B.B.A)

Major in Finance & HRM; C.G.P.A- 3.51 (in scale of 4)

2011

Chittagong Biggan College

Higher Secondary Certificate (H.S.C)

Department of Science, G.P.A- 4.40 (in scale of 5)

Extra-curricular Activities

- Treasurer of East West University Debating Club; 2016-2017
- Managed events and yearly budget, expenses.
- Organizer of the East West University Rotaract Club 'Winter Cloth Distribution Program'.

References

• M. Shafkat Sakin

Manager, Sales and Marketing (Hero)

Niloy Motors Ltd.

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Contact: 01968-810497

• Farzana Akhter

Senior Lecturer, Department of Finance

East-West University

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