

TANIMA YASMIN

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EXPERIENCE

Rancon Autos Limited, A concern of Rancon -Sr. Executive, Supply Chain

August 2017 – Present

Distributor of Mahindra Tractor, Trucks & Buses and Passenger vehicles

- Order-Demand Planning, Analyzing Sales Forecasting to procure the Vehicles, Tractors and Spare parts from Mahindra & Mahindra.
- Responsible for tracking and handling incoming shipments from in order to ensure they meet all customs regulation.
- Open line of credit for importing Mahindra vehicles and Tractors in Bangladesh, Port Handling, Vehicles Releasing.
- Procurement of spare parts, vehicle accessories, consumable items by analyzing demand forecast and placed requisition.
- Releasing of Imported vehicles. Planning & distribution of Mahindra vehicles & tractors throughout all authorized dealer points in Bangladesh to boost up sales figures.
- Coordination with marketing team regarding vehicle demo, roadshow and fair purpose.
- Creating Competitive Statement for every purchase to ensure the quality of product along with meeting all the compliance of Audit.
- Negotiation with Vendor for price, quality and delivery schedule.
- Collection of vendor invoice with essential supporting to process vendor payments in order to ensure adequate supply of good.
- Prepare six productivity & performance reports regarding orders, imports, sales, stock ageing, and revenue.
- Supported 40 units stock return vehicles delivery to minimize financial loss.

Rancon Autos Limited, A concern of Rancon-Lead Specialist, Sales Admin & Customer Relationship Management

Distributor of Mahindra Tractor, Trucks & Buses and Passenger vehicles

August 2015-July 2017

- Responsible for Generating daily sales MIS data and CSI report.
- Work with internal departments to resolve the customer queries
- Coordination and management of various sales administrative issues.
- Responsible for official correspondence, systematic file management.
- Receive customer /sales/recovery complaints and escalate unresolved queries to the respective functional heads.
- Prepare sales performance (target vs. achievement) as per management requirement.
- Prepare and disburse dealer and sales commission.
- Manage sales and dealer contact agreement.

Associates for Development Services Limited (ADSL)

August 2013-December 2013

- Test Marker

Engineering University School and College

February 2013-September 2013

- Social Science teacher of Class 7-10.

EDUCATIONAL QUALIFICATION

University of Dhaka

Master of Education; **GPA: 3.63**
Institute of Education and Research
Major: Educational Psychology & Guidance.

July 2015

University of Dhaka

Bachelor of Education; **GPA: 3.59**
Institute of Education and Research
Major: Social Science.

December 2013

Viqarunnisa Noon College
Dhaka, Bangladesh

HSC
Group: Humanities; GPA-5.00

July 2009

Sher-E-Bangla Balika Mahavidyalaya
Dhaka, Bangladesh

SSC
Group: Humanities; GPA-4.44

June 2007

PROFESSIONAL SKILLS AND AND EXPERTISE

- Customer Service
- Communication
- Client Relations
- Counseling
- Guidance
- Credentials/ Professional Trainings: 4 Years Bachelor of Education.
- Adequate presentation skills.
- Creative Team Leadership.

LANGUAGE PROFICIENCY

- Bengali : Mother Language
- English : Fluent in both verbal & written

ADDITIONAL INFORMATION

Computer Skills: MS Word, Excel, PowerPoint, IFS, SPSS (Basic Knowledge)

Certifications: IFS

Interests: Traveling, Reading, Dancing, Supply Chain

REFERENCE

Fahim H Shantanu

Vice President & Senior Relationship Manager,
International Corporate Banking
The Hongkong and Shanghai Banking Corporation Limited
Level 4, Shanta Western Tower,
186 Bir Uttam Mir Shakhawat Ali Road,
Tejgaon I/A, Dhaka 1208, Bangladesh
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Monju Rani Saha

Chief Operating Officer
Mahindra Passenger Vehicle, **Rangs Limited**
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