



Jiaul Hasan
Khayer



Profile

I am a competent in customer services and experience, online communications as well as sales and marketing with 7 years of work experience in different company. I am looking for a position in a small to mid-sized growing firm where I can use my skills to their full potential.



Contact

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Kola Bagan Road,
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Skills

Microsoft Office:

M/S Word●●Advanced

M/S Excel●●Advanced

M/S Power

point●●Intermediate

Photoshop●●Intermediate

Operating System

●●Advanced



Work Experience

Area Sales Executive:

1st July 2019 to continue

International Distribution Company
Bangladesh (PVT) Limited

- Managing a team through sales people.
- Ensuring achievement of target through effective planning, implementation and monitoring performance of each sales officer and developing them through in field training.
- Initiate, execute and coordinate action plan to penetrate products in the markets.
- Ensure product availability & visibility in outlets of assigned areas / Territory.
- Identify and develop potential market cluster or alternative channels for business growth.
- Maintain strong liaison with all channel partners of general trade within the assigned Territory.

Territory Sales Assistant Officer

September 2016 –30 June 2019

Under British American Tobacco Bangladesh.
Market Access Providers Limited

- Collect market information and track competitor activities.
- Monthly, Quarterly & Yearly sales forecasting, planning, organizing, evaluation and preparing the action plans.
- Monitor the activities of the Distributors & their field forces.
- Ensure the arrangement and maintenance of the updated market and route wise party list.
- Identify and solve market related problems.
- Responsibility of forecasting market needs, assist in planning project launches sequence to check and balance to ensure yearly sales target.
- Motivate the Sales Forces for achieving 100% target.
- Organizing the sales team to achieve the pre-set goal.
- Train the Sales Forces regarding product knowledge and professional skill development.
- Monitor the competitor's activities, proposing and assisting the management in formulating newer and unique type of trade/gift offers.
- Any other task assigned by the supervisor.
- Sharing market info with Line Manager & Reporting to Line Manager.

Product Marketing Officer

September 2015 – September 2016

Card Division

The City Bank limited.

- Selling credit Card
- Prepare sales plan, forecasting & determining sales strategies as per plan.
- Follow up production, delivery & commercial issue communicate with overseas principal office. Willing to travel continuously Local and Abroad.
- Correspondence & negotiation with the prospective clients and non-clients.
- Daily and effective outdoor visit to existing and potential customers in all area to increase the sales & Achieve Sales Target.



Language

English●● Second
Language●● Speaking -
Medium●● Writing -
Medium.
Bengal●● Native
Language●● Speaking -
High●● Writing -High.

- Acquire product knowledge on own products as well as competitors product, price, feature and promotional activities

Business Executive
SME Liabilities
Brac Bank Ltd.

August 2014 – July 2015

- To achieving sales target & collection.
- Systematically visit clients as per plan to solicit business.
- Identifying prospective business & follow up it for materialization.
- Weekly & monthly report preparation.
- Regular & systematic credit follows up.

Sales Officer
Master Simex Paper Ltd.

April 2009 – June 2012

- Execute sales as per business plan.
- Develop new client & product variation.
- Follow up production, delivery & commercial issue communicate with overseas principal office. Willing to travel continuously Local and Abroad.
- Correspondence & negotiation with the prospective clients and non-clients.
- Daily and effective outdoor visit to existing and potential customers in all area to increase the sales & Achieve Sales Target.



Hobbies &Interests

Travelling, Cycling,
Watching movie,
Reading, Internet,
Browsing.



Academic Information

Masters of Business Studies 2010-2011
Dhaka College (National University)

- Subject : Management
- Passing Year : 2011
- Result : Second Class, Marks :50%

Bachelor Of Business Studies2005-2006
Dhaka College (National University)

- Subject : Management
- Passing Year : 2009
- Result : Second Class, Marks :55%

Information & Communication Technology2011-2012
Dhaka College (National University)

- Subject : ICT
- Passing Year : 2011
- Result : CGPA:3.2 out of 4

Higher Secondary Certificate Examination 2003-2004
Idris Mollah Mahavidyalaya

- Subject : Business Studies
- Passing Year : 2005
- Result :GPA 3.40 out of 5.00

Secondary School Certificate Examination 2001-2002
Kalaiya Secondary School.

- Subject : Science
- Passing Year : 2003
- Result : GPA 2.69 out of 5.00



Reference

Sakib Anwar
Territory Officer
British American Tobacco.
Gulshan Territory.
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Syed Abdullah Shaon
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British American Tobacco.
Munshiganj, Territory.
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syed_abdullah@bat.com



Personal Information

Father's Name	: Kazi Abdul Latif
Mother's Name	: Mst. Nurunnahara Begum
Nationality	: Bangladeshi by Birth
Permanent Address	: Vill: Kalaiya, Post: Kalaiya,
Police station: Baufol,	: Dis: Patuakhali
Date of Birth	: 31th December 1988.
Height	: 5 Feet 5 Inch
Blood Group	: A+
Religion	: Islam (Sunni).
Marital Status	: Unmarried

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Signature by Ziaul Hasan Khayer
Date: