



PROFILE

Secure a specific position in an organization where I can apply my theoretical knowledge and skill to achieve a successful through devotion, commitment and hard work by contributing to the success of the organization. Work with spirit and passion in corporate business levels in order to achieve a successful professional life pursue my social and esteem needs.

CONTACT

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House No.75/2-A (4B), North Manikdi, Dhaka
Cantonment, Dhaka-1206
E-mail Address:
ibrahim.khalilbup@gmail.com

CAREER SUMMERY

(Sales & Marketing) – Runner Automobiles Limited.
(Business Development & Promotional Activities) – Abul Khair Group
#Nitol Motors Ltd.
Sr. Officer (Sales & Marketing) Nitol- Niloy Group.

MD. IBRAHIM KHALIL SOBUJ

Sr. Executive

Business Development
Sales & Marketing
CSR

MBA in (Human Resources Management) from Bangladesh University of Professionals (BUP), in 2020 with CGPA 3.45 out of 4.00.

Masters of Arts (M.A) in (Contemporary World Except South Asia) from Jahangirnagar University, in 2013 with CGPA 3.28 out of 4.00.

B.A (Hon's) in History from Jahangirnagar University, in 2012 with CGPA 3.19 out of 4.00.

Diploma in French Language (DFL), from Bangladesh University of Professionals (BUP), in 2020 with CGPA 3.00 out of 4.00.

French Language Level- 1, from Bangladesh University of Professionals (BUP), in 2017 with Excellent result.

French Language Elementary Level, from Bangladesh University of Professionals (BUP), in 2016 with Excellent result.

BAF Shaheen College Kurmitola, Dhaka [Humanities]

Passing Year: 2007
[CGPA – 4.20 (Out of 5)]

BAF Shaheen College Kurmitola, Dhaka [Humanities]

Passing Year: 2005
[CGPA – 4.13 (Out of 5)]

WORK EXPERIENCE

Runner Group [Runner Automobiles Limited]

01 September, 2017– to Present

Duties & Responsibilities as (Sr. Executive- Sales & Marketing)

- Prepare all types of daily, weekly and monthly reports and provide to authority.
- Proper documentation of all necessary papers related marketing and sales.
- Maintain internal software (ERP) and all register etc.
- Maintain the daily inquiry as per SOP.
- Co-ordinate with team member, achieve sales as per business plan.
- Customer endeavor to achieve monthly sales target through team work & ensure PDI.
- Perform product demonstration for customers, extend the relationship with target customers with sales opportunities.

MY EXPERTIES

Sales
Marketing
Customer Service
Business Development
Graphics Design
Leadership
Negotiator

SPECIAL SKILLS:

MS office, Excel, PowerPoint
SPSS
Management
Leadership Development
Dynamic Leadership
Time Management
Problem Solving Skills
Conflict Resolution
Strategic Marketing Maker
Team Collaboration
Visionary Thinking
Brand Promoter
Tech Oriented

HOBBIES

Writing
Establishing new Marketing Ideas
Sharing Knowledge
Reading
Listening Music
Travelling

- Manage and maintain customers portfolio of existing potential customer via personal field visit, face to face contract to provide better service.
- To collect and maintain two-wheeler industry information, competitor promotional offer, market analysis and send it to seniors.
- Ensure after sales service and respond immediately if any problem occurs & solve it with the co-ordination of the responsible person of the service department.
- Manage the display of vehicles at appropriate places (sales point/ dealer point/ stockyard/ workshop).
- Ensure timely submission of all expense for adjustment very strictly.

Abul Khair Group [Executive- Sales & Marketing]

Position: Business Development, 15th January 2014- 31 December 2016

Duties & Responsibilities as (Executive-Sales & Marketing)

- Work with the Team Leaders as well as group members
- Start the day with morning meeting with “Sales Team Leaders” about the sales forecasting.
- Maintain One to one communication with potential customer.
- Provide creative idea for improvement of sales and marketing.
- Responsible for creating marketing content as well as plan & execute marketing campaigns & have to increase sale for super hostel.
- Participate in developing a strategy for the brand with the corporate plans and marketing plans.
- Market visit, client hunt, create market opportunities
- Visit different organizations/ places for developing business/creating new clients
- Create sales presentations for the prospective individual and corporate clients.
- Maintain good relationship with existing clients and adopt policy to hunt new ones.
- Ensure adherence to timelines for completion of various PMS process.

Duties & Responsibilities (Business Development):

- Developing growth strategies and plans.
- Maintain good relationships with existing clients
- Increasing the number of building of Super Hostel
- Writing business proposals to the landowners for building acquisition & corporate clients for offering accommodation to their employees
- Identifying and mapping business strengths and customer needs
- Drafting and reviewing contracts
- Attending conferences, meetings, and industry events.
- Developing quotes and proposals for clients.
- Developing goals for the development team and Business growth and ensuring they are met.
- Conduct research to identify new markets and customer needs.
- Build long-term relationships with new and existing customers

Duties & Responsibilities (As a CSR):

- Call more than 40 customers daily and inform them about our service, answer their queries.
- Daily/Weekly/Monthly report to Reporting Boss.
- Keeping accurate records of discussions or correspondence with customers
- Handling complaints and queries (from customers and staff)
- Analyzing statistics or other data to determine the level of customer service that organization is providing
- Deliver a high standard of customer service
- Handling the most complex customer complaints or enquiries. maintain the daily inquiry as per SOP.
- Support area sales in charge and dealers in driving sales operations.
- Ensure all the requirements of customer are taken into account and customer is provided with all the information about the delivery time and pricing and receive all the required help for completing formalities.

WHY ME

Excellent Leadership
Ability to motivate, develop, train staff
Ability to meet & exceed target
Confident
Patience
Adaptability
Politeness
Communication Skills
Presentation Skills & Development
Ability to work under Pressure
Interpersonal Skills
A focused & self-motivated person
Ability to manage change
Very good understanding about management Practices & Techniques

- Gather competitive pricing intelligence and suggest pricing of the assigned product line vehicles to the Area In charges.
- Implement sales promotional scheme and other marketing activities to the customers accordingly.
- Analyze the customer satisfaction reports and submit recommendations to ensure customer retention and loyalty.
- Manage the display of vehicles at appropriate places (sales point/ dealer point/ stockyard/ workshop).
- Ensure timely submission of all expense for adjustment very strictly.
- Ensure adherence to timelines for completion of various PMS process.

LANGUAGE EFFICIENCY

Language	Listening	Speaking	Writing
Bangla	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
French	Good	Good	Good

EXTRA CURRICULAM ACTIVITIES

Member of Jahangirnagar University (JUDO) Club.	Participate BUP global affairs council (BUPGAC)
Leadership Development (Training) by Bangladesh University of Professionals (BUP)	Successfully Completed Diploma in French Language, French Language Level-1, French Language Elementary Level from Bangladesh University of Professionals (BUP).
Modeling at JU Cultural Club	Teach the poor Students
Successfully Completed on Microsoft Office Package course from Army Computer Training School (ACTS).	Successfully Completed on Graphics Design course from Army Computer Training School (ACTS).
Achieved certificate from Army Computer Training School (ACTS), Headquarters Logistic Area, Dhaka Cantonment	Participate Brand Master (National Branding Competition titled held in 2017

PERSONAL INFORMATION

Fathers Name: Md. Khalilur Rahman
Mothers Name: Yesmin Ara Rahman Moyna
Date of Birth: 10th December 1988
Marital Status: Married
Nationality: By Birth Bangladeshi
Religion: Muslim
Blood Group: A+
Home District: Gopalganj
National ID No. 9110106995
BD Passport No. BQ 0700573

REFERENCES

Name	Designation	Organization	Cell
D. AKM Jashim Uddin	Professor at (JU)	Jahangirnagar University	01818-6268907
Taimur Saladin Kaikobad	Lieutenant Colonel at Bangladesh Army	Bangladesh Army	01711-547074
Md. Ruknuzzaman Khan	Assistant Commissioner (BCS Admin)	Bangladesh Civil Service	01919-404078

ANNOUNCEMENT

I do hereby declare that the particulars provided here are true and no misinformation is given.

SIGNATURE & DATE
