

MOHAMMAD TAYEBUR RAHAMAN

Address: 43/2/10,North Maniknagar,P.O-Wari.Tha-Sabujbagh.Dis-Dhaka., Mugda, Dhaka
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Career Objective:

I am a consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

Employment History:

Total Year of Experience : 5.3 Year(s)

1. Sales Manager (January 1, 2020 - Continuing)

Safeguard Healthcare

Company Location : Niketan,Gulshan

Department: Engineering

Duties/Responsibilities:

Sales meetings attending

Site management

Instant response to customer call

Travel through countries to get sales calls

Tender meeting attending and tender submission

Variation and bill documents preparing

Follow up bill collecting procedure

2. Assistant Sales Manager (February 1, 2018 - December 31, 2019)

Optima Engineering Limited

Company Location : Niketan,Gulshan-1

Department: Admin

Duties/Responsibilities:

eGP and Open Tender management

Bank Guarantee Preparing for tender purpose

Tender documents preparing

Tender schedule purchase and submission.

. Vendor management and meeting with potential companies

. LC management in different times.

. IRC application and renewal.

. Trade License and VAT submission.

. Sales activities with managing company need meetings.

. Create strong relationships with clients

. Build, motivate and lead teams

- . RAJUK plan approval for apartment
- . Different installation maintaining like Generators

3. **Customer Manager (July 17, 2014 - May 15, 2016)**

GrameenPhone

Duties/Responsibilities:

- 1.Served customers over phone as per company policy
- 2.Maintaining KPI and AHT
3. Highlighted NPS to customers
4. Informing customers about microcampaigns
5. Getting updated always about company information and abide by the COC

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Management Information System(Intern)	University of Dhaka	3.43	2021	2
Bachelor in Engineering (BEngg)	Electrical & Electronic Engineering	Presidency University	CGPA:3.14 out of 4	2016	4
HSC	Science	Engineering University Higher Secondary School	CGPA:4.2 out of 5	2007	-
SSC	Science	Motijheel Govt. Boys` ` High School	CGPA:5 out of 5	2005	-

Career and Application Information:

Looking For : Mid Level Job
 Available : Within 7 Days
 Present Salary : Tk. 35000
 Expected Salary : Tk. 40000
 Preferred Job Category : Sales/Engineer/Business Development

Language Proficiency:

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

Personal Details :

Father's Name : Abdus Sabur Khan
 Mother's Name : Monara Begum
 Date of Birth : April 3, 1990
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 1457882890
 Religion : Islam
 Permanent Address : Itna, Lohagora, Narail
 Current Location : Dhaka

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

Name : Asif Imtiaz
Organization : University of Dhaka
Designation : Lecturer
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Reference: 02

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Professional