

# Resume Of

## Md. Sohel Rana

114/A, Kazi Office Lane, Kazir Goli, Boro Moghbazar,  
Ramna, Dhaka-1217.

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beBee : <https://www.beebe.com/bee/md-sohel-rana>



### Professional Summary:

Confident, motivated & articulate, with 5+ years of experience in Corporate Office of MHG. Emphasizes process improvement to increase profits & customer satisfaction. Demonstrated success rapidly building rapport with customers and employees with an unique talent for leading team sales processes for growth.

### Professional Experience: 5.11 Years

**Sr. Executive (Corporate Office)- at Modern Herbal Group** From **December 03, 2013 to present**. Rhine Razzak Plaza 2, Shahid Tazuddin Ahmed Sharani Moghbazar, Dhaka-1217, Bangladesh.

#### Job Achievements:

1. After joining this department, I've been able to reach customer satisfaction level at a great customer service. As a result, the reputation & sales of the company increased significantly. Receive & manage all incoming orders through portal. Answering incoming call from customer and ensure instant customer satisfaction on product quality.
2. Prepare daily, weekly & monthly updates on order cycle & production plan.
3. Collaborating business team on different order cycle requirement.
4. I can do very much smoothly official multitasking (Sales, Accounts & Office management etc.). Collect cash from customers then deposited daily cash amounts into company's bank account and handled over/short inquiries throughout the day.
5. Ensured daily official operations follow regulatory guidelines and successfully passed annual internal audits.
6. I've taken appropriate measures to keep all the necessary records, files, documents & registrations in this office that's why the company never encounters any kind of problem or penalties.
7. According to the demand of the buyers, I prepare the appropriate demand for the product and send it to the higher authority. Finally, the excess of the product of this department has reduced considerably.
8. Delivered exceptional customer experiences that earn trust, loyalty and retention.
9. Monitor products requisition & change management by coordinating with multiple stakeholders to ensure timely planning & production plan.
10. Significantly increased new business through the introduction of strategic marketing initiatives.

### Academic Qualifications:

<b>MBA</b>	Tejgaon College, Dhaka. Result: GPA: 3.00 (out of 4.00 grade scale), Passing Year: 2015, Major in Management. National University of Bangladesh, Dhaka.
<b>BBS</b>	Chatkhil Panch Gaon Mahabub Govt. College. Result: Third Division, Passing Year 2011, Major in Management. National University of Bangladesh, Dhaka.
<b>HSC (Commerce)</b>	Chatkhil Panch Gaon Mahabub Govt. College. Result: GPA: 3.80 (out of 5.00 grade scale), Passing Year: 2008. Board of Intermediate & Secondary Education, Comilla.
<b>SSC (Commerce)</b>	Chatkhil Panch Gaon Govt. High School. Result: GPA: 3.88 (out of 5.00 grade scale), Passing Year: 2006. Board of Intermediate & Secondary School Certificate, Comilla.

### Computer & others Skills:

- Operating System: Windows 2007/2010.
- MS Word (Expert to prepare any kind of word documents).
- MS Excel (Ability to generate excel based formula to generate any kind of financial Report).
- MS Power Point (Expert to prepare presentation).
- Bangla & English writing capability.
- Internet (Email, Webmail, Browsing, Chatting & Networking).
- Team Viewer, Outlook, Sales & Techsol Accounting Software etc.

### Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
IELTS	Speaking, Writing, Listening, Phonetics, Grammar & Vocabulary.	<a href="https://mamunscare.com">https://mamunscare.com</a>	Bangladesh	82/12/A, North Jatrabari-1203, Dhaka, Bangladesh.	2018	4 month
Computer	Office XP	Anowara Computer Academy & Technology	Bangladesh	Chatkhil, Noakhali, Bangladesh	2009	6 month

### Special Attributes:

- Strong leadership quality & good Communication skill. Strong & convincing personality.
- Can work hard & persistent in attaining goal. Business Development.
- Can work under pressure & problem solving skill. Result Oriented.
- Having good analytical & judgment skills. Positive Attitude.
- Trust worthy, Reliable, True Speaking.
- Ability to accomplish task within deadline.
- Fluent in speaking, writing & listening in both English & Bangle.

### Personal Interest:

- ✓ Office Administration
- ✓ Customer Relationship Management
- ✓ Business Development
- ✓ Sales Management
- ✓ Team Leadership
- ✓ Training

### Personal Profile:

Name : **Md. Sohel Rana**  
 Father's Name : Munsur Ahmed  
 Mother's Name : Momtaj Begum  
 Permanent Address : Vill- Baroy Para, P.O- Panch Goan, P.S-  
 Chatkhil, District- Noakhali, Division-  
 Chottogram.  
 Date of Birth : October 12, 1988  
 Blood Group : A<sup>+</sup> (Positive)  
 Height : 5'-10"  
 Marital Status : Single  
 Religion : Islam  
 Nationality : Bangladeshi (By Birth)

➤ I hereby admit with best of my knowledge that all the information mentioned above are correct and authentic.

Thanking you in anticipation.

### Reference:

#### **Md Iqbal Hossain**

Commissioner of Taxes,  
 Taxes Zone-1, Chittagong  
 Relationship: Uncle  
 Contact: +8801711271038  
 Email: iqbalbd71@yahoo.com

### Reference:

#### **Tareq Al Azam**

Manager (HR & Admin)  
 Inspiring Through Information  
 Web (ITIW)  
 Relationship: Brother  
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 Email: azamtareq@yahoo.com



(Md. Sohel Rana)

Date:

*The End*