



MIS EXECUTIVE

+880 1620001689

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3 No, Kadernath Day Lane,  
Chawkbazar, Dhaka-1100

IT SKILLS

MS Word

★★★★★

Excel

★★★★★

PowerPoint

★★★★

SPECIAL QUALIFICATION

Audit management

Import and export process

Customer care

Documentation

Sales promotion

Data Collection

Distribution management

Report Management

Vendor Management

PERSONAL SKILLS

Team Player

People Management

Organized & self-motivated

Client Relationship Management

Attention to Detail

Deligation

Innovative and critical thinking

Complex problem-solving

Multi-Tasking

LANGUAGES

English

★★★★

Bangla

★★★★

Md. Imran Hossain

CAREER SUMMARY

A highly efficient, results driven and capable MIS Executive with a proven ability to effectively develop, manage and control relationships between the company and its target audience. Having a proven track record of quickly understanding a marketing campaigns mission, vision and objective and then communicating this to potential customers. Enjoying challenging briefs & able to work to an excellent standard under considerable pressure whilst presenting a positive image to clients & colleagues.

EMPLOYMENT HISTORY (Total experience: 5+ years)

EXECUTIVE, MIS

A. T. Haque Ltd.

4th December, 2018 - 20th March, 2020

- Communicate with distributors along with sales team for Sales target & achievement.
- Collect damage data & stock from field & calculate it in excel.
- Auditing damage product & Sales Promotion.
- Damage Monitoring with Sales Manager/Deputy Sales Manager & distributors.
- Analyzing existing operations, protocols, and processes, and making plans for improvement.
- Generate and distribute management reports in accurate and timely manner.
- Develops MIS documentation to allow for smooth operations and easy system maintenance.
- Develop MIS system for customer management and internal communication.
- Provide strong reporting and analytical information support to management team.

TRAINEE EXECUTIVE, SALES

MGH Group

July 2017 –November 2018

- Import and export process.
- Generated sales.
- Maintained a good relation with the C&F, importer, and MLO.
- Diversified the sales.
- Ensured smooth service.
- Kept an eye on the industry.
- Made the competitive advantage more competitive.

JR. EXECUTIVE (SALES & MARKETING)

Madina Group

February 2016-June 2017

- Found potential steel users and obtained purchase order from customers regularly to achieve the sales target.
- Identified key customers to maintain good and long term relationship.
- Maintained party of Madina filling service ltd.
- Collected due payment from party.
- Maintained transaction database in excel.

CUSTOMER SERVICE MANAGER

Grameenphone Ltd.

January 2015- February 2016

- 121 customer care call service.
- Identified customers' needs, clarified in formation, researched every issue and provided solutions and/or alternatives.
- Followed communication scripts, when handling different topic.

EXTRA-CURRICULUM ACTIVITIES

Participated  
Wheel Business Quiz Competition

Participated  
Brain Storming Business Plan  
Competition

Member  
NU Photography Society

Member  
NU Social Service Club

Member  
NU Cultural Club

PERSONAL INFORMATION

- Date of Birth : 5 th September, 1994
- Blood group : B+
- Gender : Male
- Marital Status : Unmarried
- Nationality : Bangladeshi
- National ID No : 19942694033000410

EDUCATION HISTORY

● B.B.A in Finance & Banking	2017
National University (Sk. Burhanuddin Post Graduate College)	
CGPA: 2.87 (Out of 4.00)	
● H.S.C in Business Studies	2013
Gulshan Commerce College	
GPA: 4.10 (Out of 5.00)	
● S.S.C in Business Studies	2011
Ahmed Bawany Academy	
GPA: 3.81 (Out of 5.00)	

REFERENCES

Md. Kamrul Islam  
Joint Director  
Foreign Exchange Investment Development  
Bangladesh Bank  
Head Office, Dhaka  
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Md. Tariqul Islam Milon  
CEO  
Advance Telecom  
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I acknowledge that the above information is true and correct to the best  
of my knowledge.  
Sincerely,

Md. ImranHossain