

# **CAREER SUMMARY**

11 years of experience with expertise of leadership, sales, strategic planning and customer relation in a dynamic organization

# **CAREER OBJECTIVE**

A challenging position where I can utilize my experience in sales & marketing, promotion and customer relations to meet company's mission and at the same time which offer me a healthy lifestyle.

# **EXPERTISE**

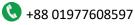
- Sales
- Marketing
- Retail Operation
- Customer Service
- Public Relationship
- Management
- Documentation

# **PERSONAL QUALITIES**

- Team Player
- Organized & Self-Motivated
- Good communication and interpersonal skill
- Creative and able to develop ideas

# **PALASH SAMADDER**

House: 12, Road: 01, Latif Real Estate, Katasur, Mohammadpur, Dhaka 1207.



M Palash1218@gmail.com

# **WORK EXPERIENCE**

### **PRAN-RFL GROUP**

Position: Sales Manager (Mithai)

**Location:** PRAN-RFL Center, 105 Middle Badda, Dhaka-1212

**Duration:** From 26<sup>th</sup> May, 2016 to continuing. **(4 years 7 Months +)** 

### Responsibilities:

- Visit retail establishments to ensure efficient and effective management as well as high performance sales
- Direct and supervise sales forces across several retail outlets to ensure they meet set objectives
- Provide training to retail employees to develop their skills and enhance their job performance
- Ensure compliance with company policies and procedures
- Monitor the activities of the customer service department of retail outlets to ensure a satisfied business
- Mentor and motivate sales staff to put in their best in order to achieve financial goals
- Develop policies for the merchandising of goods in retail stores
- Monitor stock to determine the need for stock supply at each retail outlet
- Set and regulate product pricing using results of market and demand analysis
- Ensure compliance with health/safety policies and procedures at retail sites
- Listen to customer complaints to address & resolve their issues
- Evaluate operational and financial records to determine sales performance of a retail store.

#### **PRAN-RFL GROUP**

**Position: Territory Sales Manager** 

Location: PRAN-RFL Center, 105 Middle Badda, Dhaka-1212

**Duration:** From 9<sup>th</sup> July, 2014 to 25<sup>th</sup> May, 2016. **(1 Year 10 Month)** 

### Responsibilities:

- Generating Dealer
- Forecasting Dealer Demand and ensuring production accordingly
- Ensuring smooth delivery and Manage all sales related aspects
- Ensuring Payment after delivery
- Review service levels
- Identify new sales and marketing opportunities
- Market Survey

# **COMPUTER SKILLS**

- Fluent in English Typing speed
- Fluent in Bangla Typing speed
- MS Excel
- MS Word
- MS PowerPoint
- Outlook

# **INTEREST**

- Reading novels
- Listening Music
- Travelling and to know about different places and cultures of Bangladesh and the world
- Sports
- Volunteer Activities etc.

# PERSONAL INFORMATION

**Date of Birth**: 21<sup>st</sup> April, 1986

Marital Status: Married

**Religion**: Hindu

Nationality: Bangladeshi

**National ID** : 462 461 2323

Father's Name: Late Bimal Samadder

Mother's Name: Late Bishakha

Samadder

**Permanent Ad.**: Jagodishpur, Satadoshkati, Jhalokati Sadar,

Jhalakati.

#### SINGER BANGLADESH LTD.

Position: Shop Manager Location: Barisal & Bhola

**Duration:** From 3<sup>rd</sup> July, 2011 to 30<sup>th</sup> June, 2014. (3 years)

#### Responsibilities:

- Show Room Administration,
- Monitoring & develop staffs' skill,
- Documentation, Banking, Inventory monitoring,
- Report to senior as per daily & monthly basis,
- Planning for new sales and opportunities,
- Ensuring After Sales Service,
- Handling complaints and queries.
- Verify all types of financial transaction at field level through frequent field visit, etc.

### R.S. Corporation

**Position: Direct Sales & Marketing Associates** 

Location: Dhaka

**Duration:** From 15<sup>th</sup> February, 2010 to 30<sup>th</sup> June, 2011. **(1 Year 4 Months)** 

### **Responsibilities:**

- Visit daily corporate clients for selling Personal Loan of SCB
- Meeting customer for their general quarries on Personal Loan of SCB Bank
- Achieving Monthly sales Target

#### The ACME Laboratories Ltd.

**Position: Medical Representative** 

**Location:** Dhaka

**Duration:** From 24<sup>th</sup> June, 2009 to 11<sup>th</sup> February, 2010. **(8 Months)** 

### **Responsibilities:**

- Promotion of medicine products to the selected Doctors
- Maintain strong relationship with Doctors for generating prescriptions.

# **EDUCATIONAL QUALIFICATIONS**

BBA in Finance 2009

**Institute:** Northern University B **Result:** CGPA 3.70 (Out of 4)

HSC in Business Studies 2004

Institute: Amrita Lal Dey College, Barisal

Result: GPA 3.88 (Out of 5)

SSC in Science 2002

Institute: Bowkati B.B. Secondary School, Jhalakati

Result: GPA 4.38 (Out of 5)

# **TRAINING**

- 3 months Internship at Navana Furniture Ltd on "Survey on Furniture Industry in Bangladesh" in 2009.
- 4 days training on topic "Fit4Future" by aimPlus under Northern University Bangladesh.

# LANGUAGE PROFICIENCY

• Proficient in listening, speaking & writing both in Bengali and English.

# REFERENCES

### Dr. Shantana Rani Halder

CDMP, UNDP

**Evaluation & Monitoring Specialist** 

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# **Nantu Ranjan Mistry**

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Palash Samadder