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| |  |  |  | | --- | --- | --- | | **SYED MOINUDDIN SABBIR** | |  | | --- | | IMG_6480 | | | Address: 2, Jadunath Bashaklane Tipusultan Road Roathkhola Dhaka-1100  Mobile No 1: +8801711082579  Mobile No 2: +880247116314  e-mail : sabbir.online@yahoo.com, online.sabbir@gmail.com | |

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| **Career Objective:** |
| Being a marketing person I am passionately looking for the development of new horizons. I like to acquire a challenging position in a renowned organization where I could expedite my knowledge, efficiency and ingenuity. |

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| **Career Summary:** |
| • A result-focused professional with nearly 4 years of experience in Sales & Marketing. • Solutions-driven, customer centric professional with significant experience in handling all aspects of service functions. • Proactive, determined and able to work across all functions. • Flexible and work extremely well with co-workers. • Capable of report and term paper writing & presentation. • Problem solving ability. • Strong counseling & convincing techniques. |

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| **Special Qualification:** |
| • Application: MS-Office’2003, 2007, 2010, 2016 (MS-Word, MS-Excel, MS -Access & MS-Power Point)  • Internet Browsing • Online Marketing • Email Corresponding  • Software: SPSS 16.0, ERP |

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| **Employment History:** | |
| **1. Management Trainee Officer (October 21, 2018 – Continuing)**  **GSP Finance Limited** Company Location : 1, Paribagh Mymensing Road, Dhaka- 1000, Bangladesh  Department: Merchant Bank  ***Duties/Responsibilities:***  - CDBL Software operation, which includes various function like BO account opening and closing. Check availability updates on Dividend payment i.e. Cash Dividend, Bonus Share & Function Shares etc.  - Merchant Bank Software operation, which includes Bonus and Fraction share collection, analysis of portfolio statement and transaction statement of a client.  - Improvement of the Portfolio, forecasts the Stock Market.  - Analyze Stock Market and support financial impacts of management decisions through providing constructive feedback.  - Submit quality reports to Line Manager within the deadline.  - Check daily reports of three brokerage houses to see the calculations, commissions, equity, purchase power& netting are correctly calculated or not.  - Responsible to send portfolio statements to the client through mail, and communicate with then to do buy or sell of existing or new shares.  - Ensure positive Customer Experience at every interaction.  - Perform other responsibilities, as required. | |
| **2.** | **Trade Marketing Officer ( February 1, 2017 – September 2018)** |
|  | **Philip Morris International** Company Location : 227, Ninakabbo, Tejgaon I/A, Dhaka Department: Trade Marketing  ***Duties/Responsibilities:***  - Creating a trade marketing strategy and communicating this to the marketing team. - Executing the trade marketing plan across the region. - Driving brand awareness across various categories and products. - Coordinating the creation and delivery of marketing materials and content. - Managing and motivating a team of trade marketing executives. - Reporting on data and industry trends relating to trade categories. - Creating trade marketing plans for individual products and product ranges.  - Weekly market visit to understand the market scenario. |
| **3.** | **Senior Officer ( September 22, 2013 - January 31, 2017)** |
|  | **Partex Star Group**  Company Location : 68, Tejgaon I/A, Dhaka- 1208  Department: Sales and Marketing  ***Duties/Responsibilities:***  - Personally liaising with corporate clients. - Visit the clients daily & give them information regarding the product.  - Successfully established and managed new customer relationships through regular conference calls, face-to-face meetings, and electronic correspondence. - Guide the customers about the product specifications by understanding their need. - Communicating & maintaining liaison with production, quality control & distribution for goods delivery.  - Responded to all customer inquiries, providing support and guidance as required.  - Collecting the database of the customers and meet the sales target.  - Join here as an Officer and got promotion after giving one year service. |
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| **Academic Qualification:** |
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| **Training Summary:** |
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| **Career and Application Information:** |
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| **Extra Curricular Activities:** |
| General Member of The Automobile Association of Bangladesh. Certificate training on Branding Yourself and Your Firm by JCI and UIU. Certificate training on Retail Banking & Sales Management by JCI and UIU. Ex-Member of UIU Drama Club, Cultural Club and Social Welfare Club etc. Three months internship with Grameenphone supporting small businesses with guidance on business management and policy development. |
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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | : | Late Syed Moniruddin | | Mother's Name | : | Aflatunnesa | | Date of Birth | : | August 8, 1989 | | Gender | : | Male | | Marital Status | : | Single | | Nationality | : | Bangladeshi | | National Id No. | : | 9558627403 | | Religion | : | Islam | | Permanent Address | : | 2, Jadunath Bashaklane Tipusultan Road Roathkhola Dhaka-1100 | | Current Location | : | Dhaka | |

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| **Reference (s):** |
| |  |  |  |  | | --- | --- | --- | --- | |  |  | **Reference: 01** | **Reference: 02** | | Name | : | Dewan Rashidul Hasan | Qarin Khan | | Organization | : | Partex Star Group | Philip Morris International | | Designation | : | Head of Corporate Affairs & Administration | Manager Trade Marketing, Commercial Bangladesh | | Address | : | 186/A, Tejgaon I/A, Dhaka-1208. | 227/A, Nina Kabbo, Tejgaon I/A, Dhaka-1208. | | Phone (Off.) | : |  | +88 (096) 6634 5155 | | Phone (Res.) | : |  |  | | Mobile | : | +8801713093545 | +8801847021461 | | E-Mail | : | dewan@psgbd.com | Qarin.Khan@pmi.com | | Relation | : | Professional | Professional | |  |  |  | | |