MD.RAKIBHASAN

**Address:Nahar Manshion, Razabari,Kamarpara,Uttara,Dhaka-1230**

**Contact No.:**01712772948

**E-mail.:**[mrh.rony@yahoo.com](mailto:mrh.rony@yahoo.com)

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| **Career Objective** |

To establish myself as a successful professional by executing my skills acquired from my academic qualifications, rich experience by personal approach to a given problem & through working in a challenging environment that requires leadership in any suitable sector where fair judgment and equal opportunity matters.

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| **Work Experience** |

**Sales Officer** (15 jan 2020- Continue)

**Elite Paints & Chemical Industries ltd.** Sayed Grand Center (Level-8&12) Plt#89, Road#28, Sec#7, Uttara, Dhaka-1230.

* Collect adequate market information and through other required means, in formulating and implementing marketing strategies.
* Ensure Sales achievement as per Annual sales budget.
* Tracking of competition strategies & activities and recommending necessary measures.
* Analyze and report sales performance with recommendation for improvement.
* Ensure customer satisfaction through prompt and effective customer service.
* Develop team spirit and motivated work force.
* Ensure after sales service in favor to the customers.
* Planned Corporate market and customer visit.

**Distribution In Charge**,( 1st Oct 2017- 7th Jan 2020)

**Uttara Motors Ltd**, H. Office : House #102,Shahid Tajuddin ahmed Sarani,

Tejgaon, Dhaka-1208

* Responsible for sending the product to Dealers/Branch's as per DO
* Collect DO from concern officials
* Contact Transport company to make available Truck
* Prepare Delivery Slip based on DO
* Arrange loading preparation into the truck as per Delivery Slip
* Identify Model as per Delivery Slip and arrange to load into Truck as per Delivery points
* Load Truck according to Delivery Slip
* Submit the Delivery Slip to VAT/IT Section
* Organize Delivery Challan, VAT Challan etc and Hand over to Truck Driver
* Maintain file, necessary documents and Challan for reference
* Prepare Daily/Monthly/Yearly Report

**Sr. Executive,**(01st Feb 2017- 30th Sept 2017)

**Samara Group of Companies,** Epic Ittehad Point, Love Lane, Chattogram-4000

* Ensure sales (Tiles) through Distributor and Retailer.
* Achieve the monthly/quarterly/annual sales target of the region.
* Team Building and removing obstacles for growth.
* New product sourcing for client and company.
* Ensure sales are of quality (at approved).
* Maintain proper communication with the customer to stimulate customer conversion.
* Completing monthly, quarterly and yearly sales target.
* Market review of new and existing products and services.
* Keeping up to date about company products & services.

**Direct Sales Activist,** (16th June 2014- 1st December 2015)

**Asian Paints Bangladesh Ltd,**H. Office : House # 428/A(4th & 5th floor), Road # 30, New DOHS , Mohakhali , Dhaka -1206

* Following up new business opportunities.
* Communicating with business clients regularly.
* Execute trade activities to promote company products & features.
* Maintain Daily Sales Register (DSR) and update it on regular basis and forward to head office on weekly basis

**Sales Executive**, (1st January 2013 – 31st May 2014)

**Premium Distribution,** 56/E Eastern Housing, Mirpur 11 1/2. Dhaka

* Manage and nurture relationships with an existing and long established retailers and expand network in and around Dhaka city
* Help those retailers maximise sales by organising and delivering technical training / support programmes, demonstrating the superior value proposition of our products
* Assist retailers on product promotion and localised advertising
* Collect and banking sale proceeds, assist to maintain record keeping of marketing
* Other ad-hock duties as required

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| **Education** |

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| **Degree\Certificate** | **Concentration** | **Year** | **CGPA\GPA** | **Institution** |
| MBA | Marketing | 2017 | 2.72 | University of Development Alternative |
| BBA | Marketing | 2012 | 3.61 | University of South Asia |
| HSC | Business Studies | 2008 | 3.50 | Govt. Commercial Collage, Barisal |
| SSC | Business Studies | 2006 | 2.56 | W B Union Institution, Wazirpur |

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| **Skills** |

**Language Skills:** Commendable speaking and writing skill in Bengali and efficient in English both

in oral and written form.

**Communication Skills:** Research, Presentation.

**Computer Skills:**Basic computer literacy including MS Word, MS Excel, PowerPoint, and Internet based software.

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| **Strength** |

Hard work, self competence, good interpersonal skill, communication & motivation skill, ability to work in a team with creative ideas, fast learner, passionate to learn more & new and to be informative.

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| **Personal Details** |

Date of Birth : July 01, 1988

Father’s Name : Late Md Zakir Hossain Howlader

Occupation : Doctor

Mother’s Name : Rafiqunnesa.

Occupation : Teacher

Permanent address : Village:Shonahar, P.O: Khalishakota,

Upazila: Banaripara, District: Barisal.

Nationality : Bangladeshi

Marital Status : Married

Religion : Islam

Blood Group : B (+ve)

Interests :Travelling, trekking, reading books.

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| **References** |

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| **Md. Humayun Kabir Sardar**  Assistant Vice Precident  Al- Arafah Islami Bank Ltd  36, Dilkusha(6-9 Floor) C/A Dhaka-1000  Cell: 01912368094,  E- mail: hksardar10@yahoo.com | **Abul Bashar Tutul**  Barrister  Supreme Court Bar Association  Hall No. 2, Table No. 27 (1st Floor, Main Building)  Cell No.: 01757702446  E-Mail: ab\_tutul@yahoo.co.uk |