*****Resume*

*Of*

Md. Rohul Amin

Kamal Mansion, 3rd Floor

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## PERSONALSUMMARY

## During my studies, I successfully combined my studies with work and other commitments showingmyself to be self-motivated, organized and capable of working under pressure. I have a clear, logicalmind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team and I love to take challenge. In short, I am reliable, trust worthy, hardworking and eager to learn new things.

## CARRIER OBJECTIVE

To work in a responsible position of a national or multinational organization with the opportunity of self-improvement in both individual and group base work.

**Academic Qualification**

**Masters of Business Administration - (MBA).**

Year : 2018.

Major : Human Resource Management(HRM).

CGPA : 3.02 Out of (4)

University : World University of Bangladesh.

### Bachelor of Business Administration – (BBA).

Year : 2015.

Major : Accounting

CGPA : 3.08 Out of (4)

University : World University of Bangladesh.

**Higher Secondary Certificate - (H.S.C)**

Group : Business Studies

Year : 2009

Result : 4.14

Board : Dhaka

Institute : Govt. Commerce College

### Secondary School Certificate - (S.S.C)

Group : Business Studies

Year : 2007

Result : 2.94

Board : Comilla

Institute : Akubpur E.A.B.P High School, Comilla

**Computer Skills**

Microsoft Office word, Microsoft Office Excel, Microsoft Office power point, Internet browsing, Mailing. Adobe Photoshop C56,Windows XP, 2007, 2008.

**Experience**

**Manager F & A:** ( January 2, 2020 -Continuing )

1. **Pavel Traders (Authorized Distribution of bkash Ltd) a concern of A.H. KHAN & CO. LTD**

H-182,R-02, New D.O.H.S Mohakhali,Dhaka-1206)

**Responsibilities:**

-To arrange required investment & Support effectively.

-Plan & maintain required investment.

-Ensure smooth cashmanagement

-Help GM /Owner to assess thefinancial requirement

-Take care administrative partthe house

-Maintain liaison with Banks onbehalf of DH owner.

-Data connectivity & maintaincash register for DSO.

-Maintain proper books ofaccount & ROI.

-Identify risk involvement &take required steps.

-Maintain daily cash in flow &out flow statement.

-Internal audit.

-Security measures.

1. **MEP Group : TSO ( January 3, 2018 - December 29, 2019)**

61, 13th Floor, Eastern Arzoo, Bijoy Nagar, Dhaka 1000

**Duties/Responsibilities**:

-Make Territory Sales Plan.

-Distributor/Dealers Networking. New Distributor/Dealers opening etc.

-Responsible to meet defined territory's Sales Target.

-Developing and implementing effective sales n strategies.

-Preparing sales reports and customer database.

-Develop and implement the strategy to drive top line growth in existing as well as new client.

1. **SPS (Sales Promotion Service** ) **: Sales Supervisor** ( June 29, 2014 - January 2, 2017)

South kajla , jatrabari ,Dhaka

**Duties/Responsibilities:**

To drive business of defined area & monitor SR activities .

-Follow up & monitor field operation.

-Ensure smooth market service.

-SMART plan to achieve sales target.

-Regular market visit.

-Route optimization & introduction of new route.

-Collect & Send required feedback to Managers.

-Maintain KPI (field related) & weekly progress report.

-Follow up SR visit plan.

-Handle trade complain .

-Follow up competition.

-Keep record business status & visibility of key agents route wise)

-Handle dispute of the market.

-Monitor visibility @ agent point.

**Training:**

1. Money Laundering Prevention & Anti Terrorism Act, 2012.

**LANGUAGEPROFICIENCY**

**English:** Reading Excellent, Writing Excellent, Speaking Good , Listening Excellent.

**PERSONALINFORMATION**

Name : Md. Rohul Amin Religion : Muslim

Father’s name : Shafiqul Islam Nationality : Bangladeshi

Mother’s name : Mazeda Akter Marital Status : Single

Date of Birth : 30 May 1990 Sex : Male

Height : 5.8'' Blood Group : A+ (ve)

Permanent Address : C/O: Shafiqul Islam

Vill :Akubpur, P.O : Gazipur, P.S : Muradnagar, Dist : Cumilla.

# HOBBIES & INTERESTS

Travelling, Internet Browsing, Football, Cricket, Reading Newspaper, Movies, Photography.

**References**

**Mr. Nazrul Sarker Md. Mukbul Hossain**

Operations Manager Head of the Department of BusinessAdministration

Hayleys Group  World University of Bangladesh

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**Certification:**I do hereby certify that at the best of my knowledge and strong belief, the above information has correctly described my qualification and experience.

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## Signature