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| |  |  | | --- | --- | | **MD FARUK KHAN** | C:\Users\MD FARUK KHAN(PANJU)\Desktop\Scanned_1613402038629.jpg | | **Address: C/O. Farazi Mohashin Ali, House#38,Road#06, Sector#09, Uttara, Dhaka1230, Bangladesh**  **Mobile No: +88 01981420190  E-mail: farukkhanpanju@gmail.com**  **National Id No. 8701099742**  **Driving License No:** **GP0054840CL0001** | |

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| **Career Objective:** |
| I would like to work in institutions where discipline & high teach environment will ensure. I want to pursue long terms career, taking challenges & commitment to achieve result by working in a competent sector & contribute as much as value as I can. |

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| **Career Summary:** |
| **Total Years of Experience: 7** Year(s)in Bangladesh & Abroad  **1.Yamaha Bike Shop (ACI Motors) (Yamaha Bike Section) (November 5th, 2018 to 20th March 2021)** Senior Executive, Dealers Operation  Motorcycle Business Unite (**Yamaha Bike Section**) 99/B, Malibag Chowdhury Para, Dhaka  Phone: +88 019856553112  Email: [salesyamahadhaka@gmail.com](mailto:salesyamahadhaka@gmail.com)  **2. Karnaphuli Industries Ltd (HONDA Section) (July 23, 2017 to October 30, 2018)** Senior Executive, Branch In-Charge of sales & Marketing  Motorcycle Business Unite (HONDA) 26/1 HR Bhaban, Kakrail, Dhaka-1000.  Phone: 02-9334141  Email: [mbu.admin@karnaphuli.com](mailto:mbu.admin@karnaphuli.com)  **3. Runner Automobiles Ltd (Runner Group) (March 3, 2015 to May 5, 2017)** Executive, Zone In-Charge of sales & Marketing  138 /1, Tejgaon, Dhaka  Phone: 09611222000,162373  Email: admin@runnerbd.com   |  | | --- | | **4. British Food product Factory Peyton and Byrne ( August 10, 2010 - March 2, 2012)**  Assistant Supervisor – Machine Operation & Customer Support | | Company Location: 124 Druid Street, London, UK SE1 2HH.  Department: Productions & Supply chain department  Phone: +4402077475850  Email: [info@peytonandbyrne.co.uk](mailto:info@peytonandbyrne.co.uk)  **5. Front mirror Ltd. (April 2012-December2012)**  Customer Assistant  Company Location: 45 ledbury Road ,Notting Hill, London, UK  W11 2AA.  Phone:+4402072292907  Email: [dimi@beachblanket.co.uk](mailto:dimi@beachblanket.co.uk) | |

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| **Special Qualification:** |
| 1. **-Very good understanding of the FI module of the SAP, ERP Wine soft, DMS software etc.** 2. **-LAN Networking** 3. **-Power user of MS Word, MS Excel, MS Power Point and different internet applications through regular**   **during my education and employment.**   1. **-Surfing internet.** 2. **–I became a college champion boy in three subjects**   **Fields of Specialization:**  **Sales & Marketing, Brand Planning, Marketing Plan,** **Dealers** **Development, Corporate Sales and Marketing, Administrative Management.** |

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| **Details Employment History:** | | |
| **Total Year of Experience:** **8 Year(s)**  **1. Yamaha Bike Shop (ACI Motors) (Yamaha Bike Section) (5th November, 2018 to 20th March 2021)** In charge Branches Operation (Certificate Included) Motorcycle Business Unite (**Yamaha Bike Section**) 99/B, Malibag Chowdhury Para, Dhaka  Phone: +88 019856553112  Email: salesyamahadhaka@gmail.com  ***Duties/Responsibilities:***   1. Oversee the overall Yamaha Bike Shop operation. Training, supervising and appraising staff. As a Manager, I have to plan, direct and coordinate various aspects of my operating area for Sales & Marketing Activity. 2. Work with the Board treasurer & high management to develop annual shop budget for sales & marketing goals, and resource allocations of this Yamaha Bike Shop (ACI Motors). 3. Overseeing pricing and stock control. Maximizing profitability and setting/meeting sales and marketing & service targets, including motivating staff to do so. 4. Oversee the scheduling of work (Product Branding, order for offer & up-coming event banner, x-banner, Leaflet etc. repair, maintenance, walk-in, and bike building. Oversee the ordering of supplies, parts, accessories and equipment. 5. Monitoring product stock, Money receipt, register, fixed asset, ordinary assets etc. at Showroom. Collect and analyze the data for preparing marketing strategy. 6. Monitoring after sales service and respond immediately, if any problem occurs and solve it with coordination of the responsible person of service department. 7. Monitoring and maintain effective business relationship with existing and potential customers to reach the given Sales & marketing target. 8. Visit potential and existing customers to communicate about product, services and assess requirements in order to ensure increased sales volume by understanding the customer needs. 9. Analyze competitor's strategy & behavior, business performance, product performance of each segment and prepare counter strategy reports. 10. Protecting employees and customers by providing a safe and clean showroom & service center environment. Any others responsibility assigns by the management | | |
|  | | **2.Karnaphuli Industries Ltd (HONDA Section) (July 23, 2017 to October 30,2018)** Senior Executive, Branch & territory In-Charge of sales & Marketing (Certificate Included) |
|  | Company Location: HR Bhaban, Kakrail, Dhaka-1000, Bangladesh.  Department: Motorcycle Business Unite (HONDA)  Phone: +88 02-9334141  Email: [mbu.admin@karnaphuli.com](mailto:mbu.admin@karnaphuli.com)  ***Duties/Responsibilities:***  **1.** Look after overall Branch operation of own area or territory. Supervising and appraising Showroom staff. As a Branch & territory In-charge I have to plan, direct and coordinate various aspects of my operating area.  **2.** Monitoring monthly & annual sales & marketing budgets of own zonal Showroom. Overseeing pricing and stock control. Maximizing profitability and setting/meeting  Sales & marketing and service targets, including motivating staff to do so.  **3.** Monitoring & maintain IFS & ERP Software for Sales & marketing, Service & Revenue operation.  **4.** Working with vendors & manufacturers to bring in effective marketing displays for the sales floor and store windows. Building and sustaining  Long-term relationship with customer & Dealer Providing information & answering queries.  **5.** Analyzing sales figures and forecast future sales. Maintain inventory by implementing sales and purchasing plans and staying in contact with  Vendors and shippers.  **6.** Monitoring statistical and financial records. Manage all controllable costs to keep operations profitable. Manage stock levels and make key  Decisions about stock control.  **7.** Market merchandise by studying advertising, sales promotion and display plans; analyzing operating and financial statements for profitability  Ratios. Arrange all kinds of marketing activity as per promotional offers.  **8.** Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing  personal networks; participating in professional societies.  **9.** Monitoring the monthly Vat return submits about of sales, service and spares parts to Customs Excise & Vat office.  **10.** Protecting employees and customers by providing a safe and clean showroom & service center environment. Any others responsibility assigns by  the higher authority. | |
| **3**. | | **Runner Automobiles Ltd (Runner Group) (March 3, 2015 to May 5,2017)** |
|  | Executive, Zone In-charge of Automobiles & Motors (Gazipur Division) (Certificate Included) Company Location: Head Office: Runner Group of Companies,138/1, Tejgaon I/A, Dhaka-1208,  Department Phone: 09611222000,162373  Email: admin@runnerbd.com  ***Duties/Responsibilities:*** **1.** As part of my job I carried out day to day management of showroom and its staff & have to manage all operation of showroom sales & marketing activity at Gazipur Division, Planning & organizing accommodation, staff training& monitoring.  **2.** Ensure Security, safety & health is effective. Maintaining IFS Software for Revenue operation Discuss corporate & Showroom customers' needs and the features of different vehicles, advise which vehicles would suit the customer best. **3.** Preparing weekly & monthly audit report & making budgets report for sales & marketing & others operation management.  **4.** Analyzing sales figures & monitoring night audit, Setting & achieve sales & profit targets. **5.** Monitoring test-drives, price quotation; negotiate the sale price, including any trade-in value for a customer’s old Automobiles & Registration process of vehicles **6.** work out finance, including cash and Automobiles loans, highlight extra products such as accessories or after-sales service **7.**Monitorng paperwork and pre-delivery inspections, update stock lists, place orders for new cars from own manufacturers. Collecting feedback from client about sold motor bikes & spare parts.  **8.** Keep existing and potential customers informed about new vehicles and deals; keep the forecourt and vehicles clean and tidy.   |  | | --- | | **4. British Food product Factory Peyton and Byrne ( August 10, 2010 - March 2, 2012)** | | Assistant Supervisor – Machine Operation & Customer Support (Certificate & Tax paper Included) Company Location: 124 Druid Street, London, UK SE1 2HH.  Depa Phone: +4402077475850  Email: [info@peytonandbyrne.co.uk](mailto:info@peytonandbyrne.co.uk)  rtment: Productions & Supply chain department  ***Duties/Responsibilities:***  During my employment at my company, He have managed to gain valuable experience as a **Supervisor - machine operation and customer support** in the areas of ensuring best practices in making British food products, maintaining levels of stock, inspecting periodically the tidiness level of the store, taking order for Factory, and dealing with clients face to face or over the telephone. It helps on my team building skills and in general working with professional people.  **5. Front mirror Ltd. (April 2012-December2012)**  Customer Assistant (Certificate & Tax paper Included)  45 ledbury Road,Notting Hill, London, UK  W11 2AA.  Phone:+4402072292907  Email: [dimi@beachblanket.co.uk](mailto:dimi@beachblanket.co.uk)  ***Duties/Responsibilities:*** |   Building and sustaining long-term relationship with Customers .listening to a customer's problem and dealing with it calmly and politely .Providing information and answering queries .Managing the daily inventory position using company software. [Arranging shop displays](http://www.totaljobs.com/careers-advice/job-profile/retail-jobs/merchandiser-job-description) and handling payments. Organizing promotional activities on a regular basis and ensuring that customers are properly informed of the latest promotional offers.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Exam Title** | **Concentration/Major** | **Institute** | **Pas.Year** | **Duration** | **Achievement** | | Level 7 Strategic Management (QCF) | Strategic Management  QRN Code: 603/0629/4 | ATHE Awarding Body UK  [Foreign Institute] | 2016 | 1 | Level 7 (QCF)  Equivalent of Master’s Degree  Online Course | | Level 6 Management (QCF) | Management  QRN Code:600/3402/6 | ATHE Awarding body UK & Approved by WES of Canadian gov. Authority.  [Foreign Institute] | 2013 | 4 | Level 6 (QCF) Equivalent of Bachelor’s Degree | | Diploma in Computer Science & ICT | Computer Studies (ICT) | SIT foundation | 2008 | 1 years | Diploma | | HSC/A Level | Science | Dhaka Board | 2007 | - | - | | SSC/GCSE /O level | Science | Dhaka Board | 2004 | - | - |   **Training Summary:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** | | Sales & Marketing | Developing Sales & Marketing statistic | Bangladesh Honda Pvt. (BHL) | Bangladesh | Dhaka | 2018 | 2 Days | | International Sales & Marketing | Sales & Marketing, Public Relationship & Administrative service | Runner Group | Bangladesh | Dhaka | 2015 | 1 Weeks | | **English Language- B2** | **TOEIC: Test of English for International Communication** | **ETS Global Authorized by UK Gov.** | **UK,London** | **707 high road, London, N12 0BT, UK.** | **2011** | **0.6 M** | | Security Safety, health and hygiene operations for factory | Security Safety, health and hygiene | British Food product Factory Peyton and Byrne Company | UK, LONDON | London | 2010 | 1 month |   **Education Summary:** | |

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| |  | | --- | | **Personal Details:** | | |  |  |  | | --- | --- | --- | | **Father's Name** | **:** | **Mohammad Mujibur Rahman Khan** | | **Mother's Name** | **:** | **Rezia Begum** | | **Date of Birth** | **:** | **June 6, 1988** | | **Gender** | **:** | **Male** | | **Marital Status** | **:** | **Married** | | **Nationality** | **:** | **Bangladeshi** | | **National Id No.** | **:** | **8701099742** | | **Religion** | **:** | **Islam** | | **Permanent Address** | **:** | **Village: -South Bongram, P.O.: -Middle Bongram, P.S. & District: - Gopalgonj, Bangladesh.** | | **Current Location** | **:** | **Dhaka** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Language Proficiency:**   |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Reading** | **Writing** | **Speaking** | | English | Fluent | Fluent | Fluent | | Bangla | Translator | Translator | Translator | | Hindi | Limited | Limited | Fluent | |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |
| **Reference (s):**   |  |  |  |  | | --- | --- | --- | --- | |  |  | **Reference: 01** | **Reference: 02** | | **Name** | : | **Mejbahul Alam** | **Mohammad Ramjan Ali** | | **Organization** | : | Runner Group (Automobile Section) | Islami Bank Bangladesh Ltd. | | **Designation** | : | Manager | Senior IT Officer (infrastructure management) | | **Address** | : | Runner Group of Companies,138/1, Tejgaon I/A, Dhaka-1208, | ICTW (Data Center) Islami Bank Bangladesh Ltd. 40, Dilkusha, Islami bank Tower, Motijheel, Dhaka-1000. Bangladesh. | | **Mobile** | : | 01730405444 | 01819194199 | | **E-Mail** | : | Mejba\_10@yahoo.com | ramjan@islamibankbd.com | | **Relation** | : | Professional  (Ex Boss) | Elder Brother | |