

20-Sep-2021

Honda

**Subject: Application for the post of** [**[Assistant Manager- Corporate Sales](https://www.linkedin.com/jobs/view/2625154657/?alternateChannel=search&refId=ta1DbeK9%2BU1T3A21zjMu3A%3D%3D&trackingId=4D3YpxZWJ%2BlZZ1myIOd3Lg%3D%3D&trk=d_flagship3_company&lipi=urn%3Ali%3Apage%3Ad_flagship3_search_srp_jobs%3BzYXEnx1fQTqGqCM9eWhvwA%3D%3D)**](javascript:void(0))**[.](https://www.linkedin.com/jobs/view/2625154657/?alternateChannel=search&refId=ta1DbeK9%2BU1T3A21zjMu3A%3D%3D&trackingId=4D3YpxZWJ%2BlZZ1myIOd3Lg%3D%3D&trk=d_flagship3_company&lipi=urn%3Ali%3Apage%3Ad_flagship3_search_srp_jobs%3BzYXEnx1fQTqGqCM9eWhvwA%3D%3D)**

Dear Concern,

I was very excited to see your vacancy for an [**Assistant Manager- Corporate Sales**](javascript:void(0))which was advertised on <https://www.bdhonda.com/career/> website. I am a well-qualified and excellent choice for this position.

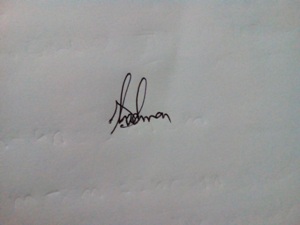
I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. I am confident that I can bring the high performance to your company.

Beyond that which is already mentioned in my attached resume. I have completed my Master’s **degree** (MBA) from **Jagannath University major in Finance** at The Finance Departmentand and achieve **CGPA 2.91** out of **4.00.** I have also completed my **Bachelor degree (BBA)** from **Presidency University** **major in Finance** and **minor in Marketing** and achieve **CGPA 3.72** out of **4.00**. I am someone who knows how to set goals and achieve them.

I very much hope that you will look favorably upon my application by recognizing my enthusiasm, talents and my future potential.

Thank you in advance for your time and consideration.

Yours sincerely



**Md. Shadman Rahman**

** Resume** **of**

**MD.SHADMAN RAHMAN**

**Present address: 42/1 Meradia Noyapara, Khilgaon, Dhaka-1219.**

**Mobile No: 01970253099.**

**E-mail: shadman8025@gmail.com**

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| Career Objective |

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| Educational Background |

“Seeking a suitable and rewarding carrier, with an esteemed organization, this would offer good advancement potential, challenges and opportunities to zoom my carrier growth, contributing to the success of the organization.”

* Name of the Course : **M.B.A(Master of Business Administration)**

Major : **Finance**

Year of passing : **2019**

University : **Jagannath University**

CGPA : **2.91 out of 4**

* Name of the Course : **B.B.A(Bachelor of Business Administration)**

Major : **Finance,** Minor in **Marketing**.

Year of passing : **2017**

University : **Presidency University**

CGPA : **3.72 out of 4**

* Name of the Course : **H.S.C**

Major : **Commerce**

Year of passing : **2011**

College : **Gulshan Commerce College**

GPA : **4.80 out of 5**

* Name of the Course : **S.S.C**

Major : **Commerce**

Year of passing : **2009**

School : **Dakhin Banasree Model High School**

GPA : **4.44 out of 5**

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| Job Experiences |

1. Worked for **6 months** (October 2020 to Mar 2021) at **Texmaco Rail & Engineering Ltd.** as a **Commercial &** **Supply Chain Manager.** Here my responsibilities were to Preparing vat challan, Purchase Safety equipment for various projects, Tender submitting to the client office, Payment Checking, Quation collection about the product from mrket before purchase it, , Petty cash management, Checking the expenses of various projects, Cheque payment to vendors, Payment through cash, Project expenses vouchers maintenance, Journal voucher register, Bill register, Receive bills from vendors, Submitting project bill to project client’s accounts office, Vendors management, Huge Cash management, Cheque management, Good relation with Supplier, Expense voucher checking, Supervise subordinates of different sites and other official task.
2. Worked for **1.5 years** (January 2019 - May 2020) as an **Officer, Accounts** in **Business Network (b.net)** it’s an internet service provider Company in Dhaka. Here my responsibilities were to maintenance daily collected bill, maintenance of account receivable & payable, petty cash, bank transaction, statement of received & payment, maintain accounts, Billing records, Cheque management, keeping good relationship with vendor & bank, salary management, subordinates maintenance, and reporting to Assistant Accountants Officer.
3. Worked for **3 months** as an intern in **Al-Arafa Islami Bank Limited** at Nandipara, Dhaka Branch. My responsibilities were to maintain front line consumer and to open different types of bank account like current, savings, fixed deposit, monthly deposit etc. and marketing and selling ATM Card. I also provided ATM card services and other banking related important information to the consumers.

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| Computer Skills |

* MS office
* Windows & Software installation
* Internet browsing
* Web search
* Emailing
* Tally ERP 9

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| Strengths |

* Fast Lerner
* Strong decision making power
* Work in multicultural environment and group
* Analyze the task before work on it
* Have not any ego to cooperate with others
* Motivated others
* Ability to work under presser
* Providing good presentation

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| Extra Curricular Activities & Interest |

* Well Cook
* Riding Bike
* Playing cricket, football, badminton and cards
* Reading Bengali novel, poem and short story book
* Traveling
* Listening music
* Pet Birds Colleague

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| Personal details |

Date of birth : 15/08/1994

Father’s Name : Md. Moklesor Rahman

Mother’s Name : Mahmuda Sultana

Present address : 42/1 Meradia Noyapara, Khilgaon, Dhaka-1219.

Permanent address : 42/1 Meradia Noyapara, Khilgaon, Dhaka-1219.

Nationality : Bangladeshi

NID : 1490321468

Passport No. : BN0432339

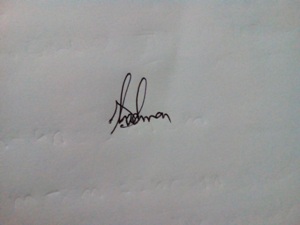
Height : 5’.8”

Religion : Islam

Marital status : Single

Sex : Male

Sincerely yours



**Md. Shadman Rahman**

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| References |

**Professor Dr. M. Abu Misir** **Marufa Sultana**

**Assistant Professor Administrative Officer (AO)**

**Department of Finance Economic Relations Division (ERD)**

**Jagannath University Contact No: 01402006831**

**Contact No:**  **01818999951 E-mail:**[**sultanamarufa37@gmail.com**](mailto:sultanamarufa37@gmail.com)

**E-mail: abumisir@yahoo.com**