RESUME

**MD.NADIM MAHMUD**

Address:62/2Bosila,Mohammadpur,Dhaka.

Mobile No :**01790035074**

e-mail :[nadimmahamud31@gmail.com](mailto:nadimmahamud31@gmail.com)

**Career Objective:**

To make use of my interpersonal skills to achieve goal of a company that focus on customer satisfaction and customer experience. Secure a challenging position in a reputable organization to expand my learning, knowledge, skills and present experience.

**Employment History:**

## Sr,Executive (2W) ( April 15, 2019 -Continuing)

**Uttara Motors Ltd.**

CompanyLocation:102,ShahidTajuddinAhamedSarani,Tejgaon,Dhaka-1208 BranchOffice:23/kha,eskaton,Dhaka.

Department:Sales

2.**Executive(2W)(February-1,2017 to March 15,2019)**

**TVS Auto Bangladesh Ltd.**

## Duties/Responsibilities*:*

* 1. Deal with dealers for delivery order and to follow up daily sales achievement againsttarget.
  2. Implementations of Dealer monthly field activities(BTL)as per calendar.
  3. Ensure regular visit assigned dealers and motivate them to lift products.
  4. Explore new area for expansion of Dealers network (2W) to cover the unrepresentedareas.
  5. Daily tracking of products lifting ,retail and stock of all products and summarize for reporting to Branch In-Charge.
  6. Product knowledge sharing with dealer sales people and stuffs.
  7. Ensure minimum 25 days stock availability at all Dealerspoints.
  8. Collect competitor’s sales data with their different promotional activities and network,Dealers,prepare report on those and submit same to BranchIn-Charge.
  9. Daily data update of all transaction in the system OSP (A cloud based ERPsystem).
  10. Any other job as assigned by the management from time totime.

**Academic Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration** | **Institute** | **Result** | **Pas. Year** |
| Masters of Business Administration (MBA) | Marketing | Sonargau University | CGPA:3.22  out of 4 | 2019 |
| Bachelor of Business Administration (BBA) | Tourism and hospitality management | IBAIS University | CGPA:3.22  out of 4 | 2016 |
| HSC | Business Studies | Safa College | CGPA:4.0  out of 5 | 2005 |
| SSC | Business Studies | Tofel Akon School | CGPA:3.50  out of 4 | 2003 |

**Training Summary:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Title | Topic | Institute | Country | Location | Year | Duration |
| Computer Application | MS-WORD, MS-EXCE, MS-POWER POINT, INTERNET. | GLOBALTRAINING CENTER | BANGLADESH | DHAKA | 2010 | 6 Months |

**Specialization:**

# Good at communicating with people effectively. Skilled in team-oriented work and presentations. Performed as a Team Leader in academic group work. Able to pick new concepts quickly and self- motivatedtolearn.Abletotakechallenges,performactivelyinpresentorganizationandworkunder stress. **Know motor bike driving with drivinglicense.**

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| ENGLISH | High | High | High |
| BANGLA | High | High | High |

**Personal Details :**

Father'sName : MD. SHALOM

Mother'sName : FORIDA BEGOM

DateofBirth : Oct,16,1986

Gender :Male

MaritalStatus :Married

Nationality : Bangladeshi NationalIdNo. 6878846606

Religion :Islam

PermanentAddress :Address:Vill-Jankhali,Post-Jankhali,P.S-Mothbaria,Dis-Perojpur.

**Reference (s):**

CurrentLocation :DHAKA.

**Reference: 01**

Name : **Md.Zahid Arpon**

# Organization : Uttara motors Ltd

Designation : Assiatant Manager.

(Branch Manager,Eskaton,Dhaka.

Mobile 01717265541

:

**Reference: 02**

**Md.Jafor**

Uttara motors Ltd

# Assiatant Manager

(Branch Manager,B Baria )

01719294002

Md. Nadim Mahmud.