|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | **MD FARUK KHAN** | C:\Users\MD FARUK KHAN(PANJU)\Desktop\All desktop file 2019\DV-3 copy.jpg | | Address: C/O. Farazi Mohashin Ali, House#38, Road#06, Sector#09, Uttara, Dhaka1230, Bangladesh  **Mobile No: +88 01981420190  E-mail: farukkhanpanju@yahoo.com**  **Driving license, No:** GP0054840CL0001 | |

|  |
| --- |
|  |
|  |
| **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. |

|  |
| --- |
| **Career Summary:** |
| **1.Yamaha Bike Shop (ACI Motors) (Yamaha Bike Section) (November 5th, 2018 to Continued)** Senior Branch Manager Motorcycle Business Unite (**Yamaha Bike Section**) 99/B, Malibag Chowdhury Para, Dhaka  Phone: +88 019856553112  Email: salesyamahadhaka@gmail.com  **2.Karnaphuli Industries Ltd (HONDA Section) (July 23, 2017 to October 30,2018)** Senior Executive, Branch & territory In-Charge of sales & Marketing  Motorcycle Business Unite (HONDA) 26/1 HR Bhaban, Kakrail, Dhaka-1000.  Phone: 02-9334141  Email: mbu.admin@karnaphuli.com  **3.Runner Automobiles Ltd (Runner Group) ( March 3, 2015 to May 5-2017)** Zone In-Charge of sales & Marketing  138 /1,Tejgaon, Dhaka  Phone: 09611222000,162373  Email: admin@runnerbd.com  **4.Tec Pro**  **Sales & Service Manager (IT Department) ( 28th Jun, 2013 to 28th February 2015)** Department: Customer support section (IT Department)  Company Location: Suite #67, Gaus-E-Pak Bhaban 28/G/1Toynbee Circular Road Motijheel C/A. Dhaka-1000, Bangladesh  Phone: +88 01712660047.  Email: [info@techprobd.net](mailto:info@techprobd.net) |

|  |
| --- |
| **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** |

|  |  |  |
| --- | --- | --- |
| **Details Employment History:** | | |
| **Total Year of Experience:** **7 Year(s)**  **1. Yamaha Bike Shop (ACI Motors) (Yamaha Bike Section) (November, 2017 to Continued)** **Senior Branch Manager** 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 Senior Manager, I have to plan, direct and coordinate various aspects of my operating area. 2. Work with the Board treasurer & high management to develop annual shop budget, sales goals, and resource allocations of this Yamaha Bike Shop. 3. Overseeing pricing and stock control. Maximizing profitability and setting/meeting sales and service targets, including motivating staff to do so. 4. Oversee the scheduling of work (repair, maintenance, walk-in, and bike building. Oversee the ordering of supplies, parts, accessories and equipment. 5. Maintain product stock, Money receipt, register, fixed asset, ordinary assets etc. at Showroom. Collect and analyze the data for preparing marketing strategy. 6. Ensure after sales service and respond immediately, if any problem occurs and solve it with coordination of the responsible person of service department. 7. Establish and maintain effective business relationship with existing and potential customers to reach the given 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. Monthly Vat return submits about of sales, service and spare parts to Custom’s Excise & Vat office.   Protecting employees and customers by providing a safe and clean showroom & service center environment. Any others responsibility assigns by the Yamaha Bike Shop | | |
| 1. | | **Senior Executive, Branch with territory In-charge (July 23, 2017 to October 31,2018)** |
|  | **Karnaphuli Industries Ltd** Company Location: HR Bhaban, Kakrail, Dhaka-1000  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.** Managing monthly & annual budgets of own zonal Showroom. Overseeing pricing and stock control. Maximizing profitability and setting/meeting  Sales and service targets, including motivating staff to do so.  **3.** Maintaining IFS & ERP Software for Sales, 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. 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.** Maintaining 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. | |
| 2. | | **Zone In-charge of Automobiles & Motors (Gazipur Division) (March 3, 2015 to May 5-2017)** |
|  | **Runner Automobiles Ltd (Runner Group)** Company Location: Head Office: Runner Group of Companies,138/1, Tejgaon I/A, Dhaka-1208,  Departme 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 & 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 marketing & others operation.  **4.** Analyzing sales figures & monitoring night audit, Setting & achieve sales & profit targets. **5.** Arrange test-drives, prepare price quotations, 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.**complete 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 | |
|  | | **Tec Pro**  **Sales & Service Manager (IT Department) (28th Jun, 2013 to 28th February 2015)** Company Location: Suite #67, Gaus-E-Pak Bhaban 28/G/1Toynbee Circular Road Motijheel C/A. Dhaka-1000, Bangladesh  Department: Customer support section  Phone: +88 01712660047.  Email: info@techprobd.net  ***Duties/Responsibilities:***  1. As part his job I oversee our customer service team & sales. Manage and train customer associates & set reasonable customer satisfaction goals and work with the team to meet them on a consistent basis. Create and implement an effective customer loyalty program. 2. I am entrusting with responding to inquiries from staff, administrators, service providers, site personnel and outside vendors and etc. to provide technical assistance and support.  3. I am responsible for complete configuration, installation and support of equipments in a Microsoft Windows environment to the specification of client proposals. 4. Another area of responsibility for me have to troubleshoot and resolve computer and telephony related issues when contacted by clients by providing both on-site and remote support.  5. And finally, I am ability to communicate in an understandable, polite and friendly manner, both written and verbal with Strong organizational skills and ability to multi-task in a small & wide business environment. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Pas.Year** | **Duration** | **Achievement** |
| Level 6 Management (QCF) (Bachelor’s Degree ) | Management | ATHE awarding organization UK & Approved by WES of Canadian gov.Authority. *[Foreign Institute]* | CGPA:3 out of 4 | 2013 | 4 years | Bachelor’s Degree |
| Diploma in Computer Science & ICT | Computer Studies (ICT) | SIT foundation | Grade ‘A’ | 2008 | 1 years | Diploma |
| HSC/A Level | Science | Dhaka Board | CGPA:2.80 out of 5 | 2007 | - | - |
| SSC/GCSE /O level | Science | Dhaka Board | CGPA:3.06 out of 5 | 2004 | - | - |

|  |
| --- |
| **Academic Qualification:** |
| **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 | UK | 707 high road, London, N12 0BT, UK. | 2011 | 0.6 | | 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 | |

|  |
| --- |
| **Career and Application Information:** |
| |  |  |  | | --- | --- | --- | | Looking For | : | Mid-Level Job | | Available For | : | Full Time | |  |  |  | | Preferred Job Category | : | General Management/Admin, Marketing/Sales, Other Special Skilled Jobs | | Preferred District | : | Dhaka | | Preferred Organization Types | : | Banks, Telecommunication, Manufacturing (FMCG), IT Enabled Service, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Public Relation Companies, Airline, Food (Packaged)/Beverage, Group of Companies, Automobile | |

|  |
| --- |
| **Language Proficiency:** |
| |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Reading** | **Writing** | **Speaking** | | English | Fluent | Fluent | Fluent | | Bangla | Translator | Translator | Translator | | Hindi | Limited | Limited | Fluent | |

|  |
| --- |
| **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.** | **:** | **2611038743522** | | **Religion** | **:** | **Islam** | | **Permanent Address** | **:** | **Village:-South Bongram, P.O.:-Middle Bongram, P.S. & District: - Gopalgonj, Bangladesh.** | | **Current Location** | **:** | **Dhaka** | |

|  |
| --- |
| **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. | | Phone (Off.) | : | 01730405444 | |  | |  | | | | Mobile | : | 01730405444 | | 01819194199 | | E-Mail | : | Mejba\_10@yahoo.com | | ramjan@islamibankbd.com | | Relation | : | Professional | | Family Friend | |  |  |  | | | |