 Sarmin Sultana

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Career Objectives

Be a successful pioneer in the field of operation in anCorporateOrganization;

Add value to the organization’s reputation with knowledge, innovation and expertise.

Support to the company which are looking forward to have a diversified portfolio of their own and spectacularoperations (Sales, Marketing and Clien orientated service) related obligations, goodwill and accomplishments.

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| --- | --- | --- | --- | --- |
| **University/college** | **Degree obtain** | **Grade/Class** | **Mejor/Minor** | **Period of Attendence** |
| National University | Master of Business Studies | 2nd Class | Accounting | 2009 |
| National University | Bachelor of Business studies | 2nd class | Accounting | 2008 |
| Govt. Girls College, Khulna. | Higher Secondary School Certificate | 3:90 | Commerce | 2004 |
| Hazi Foyez Uddin Govt. Girls School, Khulna. | Secondary  School Ceritificate | 3:25 | Commerce | 2002 |

Academic Qualification

Work Experience

1 Organization Name : Riyan Corporation

Duration: September 2019 to February 2020.

Title of Position: Sr. Accounts & sales officer

**Responsibilities**

• Accounting Entry in Accounting Software Accordingly.

• Prepare and Maintain of all Vouchers Like as: Receipt & Payment, Journal Voucher, Cash Book, General Ledger and

Different Registered related to Finance & Accounts.

• Inventory Maintain.

• Trial Balance– Monthly, Quarterly.

• Employee recuriment.

• To prepare Monthly Income & Expenditure Report with maintaining entry on Tally software by checking the proper effects of accounts code in General Ledger.  
• Maintain & Checking of Accounts Receivable & Payable regularly.  
• Check & monitoring Periodically Salary Sheet & disbursing monthly Salary of Employees.  
• Prepare & Maintain Cheque Register on daily basis.

• Dealt with foreign and local suppliers,

• Have to knowledge about Foreign LC.

•Reporting proficiency.

•Coordinate for monthly meeting prepared the presentation and supervise the sales executive directly. .

•Perform any other task given by the Management.

1.Organization name:Grand Technologies (Pvt.) Ltd.

Duration:February 2014 to Aug2019

Title of Position:Sales Coordinator

Designation: Sr. Executive.

Responsibilities:

Sales task:

Prepare Monthly sales Plan for Grand Technology Private Limited.

Handling Letter of Credit (LC) for the product endsure the shipment.

Handling a high volume of customer inquiries whilst providing a high quality of service.

Tracking sales orders to ensure that they are scheduled and sent out on time.

Product Price analysis and submitted the quotation.

Support to the field sales team and technical unit and meet the requirement.

Collect sales forecast from field sales team to ensure availability of product.

Organizing sales promotional campaigns.

Prepare sales evaluation report for the individual sales person

Contacting potential customers to arrange appointments.

Maintain Stock of the readmade garments machine and if needed place for new shipment.

Weekly basis organize meeting to the sales team and getting updated from them and prepare report which have to submitted to the MD weekly.

Accept any special tasks outside normal duties and maintain image of the Dissection as well as of the Company.

Filing and Documentation:

All kind of sales related paper preserve manually and electronically.

Maintain the databased in excel sheet.

Ensure the customer database, updated the databased weekly basis and submitted the report.

Reporting:

Prepare weekly and monthly sales report.

Prepare Sales Grading report.

Prepare Sales commission Structure report.

Finance:

Received the bill voucher analysis and check the supporting document.

Process the payment straight to the bank as per clients bank account.

Received all official utilites bill and process for payment in a monthly basis.

Received Grammen phone bill and process payment.

Process the Internet bill (BRAC NET) as per aggrement in compliance with the BANDwidth and speed.

2. Organization Name: World Vision Bangladesh

Duration: July 2012 to June 2013

Title of Position: Monitoring Supervisor

Responsibilities:

Day to day monitoring & visiting field area.

Conduct training classes, lectures seminars health related issue.

Collects statistical data and prepares reports regarding program activities.

Develop and maintain program record policies and procedures

Emplyee motivation work.

Represent the department to the public and attends public meeting and conferences to discuss, Inform and Instruct concerning health service and program.

Meets regular and punctual attendance standards and any special needs of the position determined by management.

Monthly presentation on preview meeting.

Prepare monthly report & send to programme Manager.

Computer literacy

* MS word, MS Excel and Excess and Powerpoint
* AdovePhotoShop.
* ERP (Tally)

Language proficiency

* Proficient in both Bangla and English

Competencies

* Self-Development and proactive behavior.
* Positive working capacity and travelling for working purpose to anywhere.
* Efficiently work within a team and facilitate as an active team member
* Managing Conflict within the organization
* Accountable and transparent.
* Learning and sharing knowledge
* Maintain ethical behavior
* Adaptable capacity in a Dynamic Working Enviornment in addition working under pressure.

Personal Details

* Father’s Name : Abdul Motin
* Mother’s name : Nilufa Yasmin
* Parmanent Add : Khulna.
* Present Address: Banasree, Dhaka.
* Date of Birth : August 21, 1986
* Marital Status : Unmarried
* Blood Group : A+
* Religion : Islam
* NID : 643 517 4989
* Passport No : BM 0982406

References

* Name:Razia Sultana Lina
* Designation: Service-in-charge
* Organization Name: ACI Motors (Yamaha 3s center)
* Email:lina@aci-bd.com
* Mobile:01700702230
* Name: Nehar kanti Mohaldar
* Designation: Professor
* Organization name: Khulna Govt B L College.
* Mobile:01750042086

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Signature & Date