

**Md. Kaosar Alam**

Cell Phone: +8801710293063

E-mail: Kaosar9101985@gmail.com[Badda, Link Road, Gulshan-1, Dhaka.](#)**Skill:**

- Foreign Trade Operation.
- E-Commerce / Digital Marketing
- Business Development
- Sales & Marketing
- Market Research
- Retail & dealer Management
- Sales Channel Operation
- Customer Service Excellence

Computer Knowledge:

- MS Word-Report Writing.
- Excel-Filtering ,Pivot-Table & Vlookup
- Power Point-All types of Presentation
- Email-G-Drive/G-Suite
- Web Browsing with sound Typing speed.

Training:

- Automobile Export & Import
- Information & Communication Technology Training
- Front-Desk Behaviors & Telephone Etiquettes.
- Leadership Training.
- Retail & dealer Management

Hobbies:

- Traveling
- Reading a Book

Objective

To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement, while contributing to the symbolic growth of the organization with my tactical, innovative and logical skills.

Professional Experience**Sales Manager @ Sbt Japan Co., Ltd****2015 – Present.****Roles and Responsibilities:**

- ✓ **Responsibility for** looking after in a team's customer quarries on automobiles CNF, FOB, DUTY & TAX including to connect Clearing and Forwarding agent/company with product promotion activities through CRM, WhatsApp, Facebook, Vibe, & Skype in African market. Also duties for effective development of team members through routine coaching & progress tracking against development plan in African market.
- Driving functional people development and capability building agenda through developing programs, processes and engagement platforms for area team regular performance evaluation and feedback in order to make them ready for taking higher responsibilities & fill the talent pipeline for market.
- Conducts sales meeting to ensure the proper projection & monitoring of monthly sales target with promotional activities
- Assist in the implementation of new policies, procedures in African region with system, programs of the company & co-ordinate with other department such as Shipping, HR, and Purchasing etc. in Japan..
- Assists to GM in leading the team in regularly exceeding the monthly sales target & objective of the divisions.
- Strategy development and planning for new business area to capitalize the opportunities in African market.
- Promoting a solid and positive team environment/culture – “winning as one” mentality among entire team’ to develop self-motivated and high performing with full clarity of priority, focus and targets.
- Prepared business and sales reports for progress tracking, analyzed business trend for management updates and maintained regional profit & loss accounts to ensure profitability.
- Responsible for decisions concerning performance evaluation, promotion of sales executives
- To make forecasting, cost analysis, bid auction in Japan & update the information to country manager through G-Suite

Personal Info.

Father's Name : Md.Abulkalamazad
Mother's Name : Mrs.kaosanara Begum
Date of birth : October 09, 1985
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National ID No : 26950448808801
Religion : Islam
Permanent Address : Post: Shaptibari,
Thana: Aditmari, Dist: Lalmonirhat
Present Address : Badda, Link road,
Gulshan-1, Dhaka-1212

Languages:

Bangla

English

Hindi

Reference:

1. M.A Hanif
Symphony Mobile Phone -Edison
Group
Position : Assistant Director.
Relation : Brother.
2. Imam Hossain .
SBT Japan Co, Ltd
Unit In-Charge of Africa Market.
Relation : Professional

Signature :

Distribution Officer @ Berger Paint's Ltd

2013-2014

Roles and Responsibilities:

- ✓ **Responsibilities** for visiting distribution channel and prospective clients business to establish and act on selling with maintaining smooth invoicing activities with Supervision of CSO (Order taking & Invoicing) in system application product(SAP). **Also** Coaching and development planning for internal new sales.

Zonal Sales officer @ Symphony Mobile

2011-2012

Roles and Responsibilities:

- ✓ **Responsibilities** for Planning and executing business plan in the area that is aligned with national strategies and directions for business growth with Achieving value, volume and profitability target of the unit in terms of dealer retail sales with proper forecasting quarterly & annually to hit revenue

EDUCATION

A. MASTERS OF BUSINESS ADMINISTRATION (MBA)

Major : Marketing.
CGPA : 3.63 out of 4
Pas. Year : 2019 Royal University of Dhaka.

B. Masters of Arts (MA)

Major : Philosophy.
Division : 2nd
Passing Year : 2008 –Dhaka College

C. Bachelor of Arts (BA-Hon's)

Major : Philosophy.
Division : 2nd
Passing Year : 2007 –Dhaka College

D. Higher Secondary School Certificate (HSC)

Group : Humanities
Division : 2nd
Passing Year : 2002
Lalmonirhat Govt. College.

E. Secondary School Certificate (SSC)

Group : Humanities
Division : 1st
Passing Year : 2000
Charce of God High School