

**Md. Ashikul Islam**

Cazi Bhaban, 2<sup>nd</sup> Kandirpar, Comilla



**OBJECTIVES:**

Looking for a job where I can pursue a professional career in a dynamic organization that provides an excellent job environment where quality performance and creativity are recognized and rewarded.

**PROFESSIONAL EXPERIENCE:**

**1. *Working as a Zonal Officer at Berger Paints (BD) Ltd under Comilla Sales Office from March 2014 to till now.***

- To generate public interest and consumer demand for brands and products
- To interact with consumers and give them information to help them choose what products to buy
- To provide product information with price list
- To visit various projects
- To accurately record and update the Customer Relationship Management System as well as regional sales and trends
- To indirectly and directly grow sales through the region by providing excellent customer relationship building, support and channel offerings.
- To represent the company and brand(s) at all market related events and activities within the region
- To arrange the workshops in different purposes
- Visit dealers to collect order, payment and various purposes

**2. *Working as an Asst. Manager which responsible for Accounts, Marketing & Sales department at DataCenter Bangladesh from July 2011 to February 2014.***

**Responsibilities:**

- Do the online marketing as well for the products-sale
- Monitoring payroll expenses
- Report damages of office equipment and organize proper repair
- Responding to employee, citizens and retiree inquiries received by email, letter, telephone or walk-in
- Assist in preparing reports, charts and budget calculations etc.
- Assist in the logistical management and documentation of meetings, workshops, seminars and other project activities inside and outside the office
- Also responsible for giving advice on pay, promotions and benefit and listening to staff problems

### **3. Working as a Marketing Officer at MN Enterprise from December-2008 to August 2011.**

#### **Responsibilities:**

- Arrange an on the spot demo to remove any kind of delusion over the safety as well as effectiveness
- Do the on line marketing as well for the products-sale
- Ensured timely delivery of the products and withdrawal of excess stock from the stores to prevent them from being sold as expiry one
- Ensured the compensation to the consumers dissatisfied with the products

#### **IT EXPERIENCES:**

**Operating System** : Windows 7/XP  
**Package** : MS Office, Internet Browsing, E-mail etc

#### **ACADEMIC BACKGROUND:**

<b>Name of Degree</b>	<b>Name of Institution</b>	<b>Subject</b>	<b>Division/ Class</b>	<b>Year</b>
S.S.C	Comilla Zilla School, Comilla	Science	First	1999
H.S.C	Comilla Victoria College, Comilla	Science	Second	2001
B.S.S. (Hons)	Victoria Govt. College, Comilla	Economics	Second	Exam-2005, Held in2007
M.S.S.	Govt. Titumir College, Mohakhali,Dhaka.	Economics	Second	Exam-2006, Held in2009
MBA	World University of Bangladesh.	Marketing	GPA-3.61 out of 4	2010

#### **LANGUAGE PROFICIENCY:**

- English: good in Reading, writing & speaking.
- Bangla: excellent in Reading, writing & speaking.

#### **PERSONAL ATTRIBUTES:**

- Highly organized and dedicated with positive attitude.
- Able to handle multiple assignments under complex pressure.
- Trying on work in challenging environment

#### **EXTRA CURRICULAR ACTIVITIES:**

- Class monitor in the whole university life

- Worked as an organizer of all of the important occasions that took place during my study in the department of Economics, Victoria University College, Comilla
- Organizing secretary of Comilla Victoria College Science Faculty
- Batch coordinator of Comilla Zilla School alumni association.

#### PERSONAL DETAILS:

1. Father's Name : Mohammad Mazedul Islam
2. Mother's Name : Mrs. Helen Akhter
3. Permanent Address : Holding No-432,  
Nazrul Avenue, Kandirpar,  
Comilla, Bangladesh.
4. Date of birth : 9<sup>th</sup> October 1983
5. Nationality : Bangladeshi (By Birth)
6. Sex : Male
7. Religion : Islam
8. Marital Status : Married
9. National ID No : 1926710067078

#### REFERENCES:

1. Md. Zakiul Alam Sarker  
Deputy Director, Bangladesh Bank,  
Motijheel, Dhaka .
2. Mr. Sabuj Swapan Barua  
Regional Sales Manager  
Berger Paints (BD) Ltd