



Syed Golam Tahmeed

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Career Objective

To work in a learning and challenging environment utilizing my skills and knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

Work Experience

August 2023 - Present : Key Account Manager
Elitbuzz Technologies Ltd.

Job Responsibilities:

- Maintain customer sales data bank.
- Responsible for proper follow up and committed with the time line given by clients.
- Keep good communication with clients.
- Call Customers regularly & let them know about the company's IT & Telecom products and services.
- Create customer interest in the company's product.
- Maintain relations with the sales & marketing team
- Physical field marketing to Corporate Offices, End users, and generate leads.
- Tele sales Duties - cross-selling or up-selling products where possible, receiving incoming telephone calls, and assisting.
- Develop and maintain relationships with key customers and partners to drive sales growth.

**November 2022 -
Present**

: Sr. Executive, Corporate Sales
IR Technologies & Solution Ltd.

Job Responsibilities:

- Organizing sales and establishing business with existing customers.
- Develop new business with potential new customers.
- Negotiating contracts and packages with customers & clients.
- Demonstrating and presenting products & packages.
- Monthly, quarterly, yearly collection and sales target achievement.
- Sales forecast analysis with co-ordination of marketing team.
- Price quotation preparation, submit and ensure delivery.
- Maintaining accurate records.
- Any other work related to job as per requirements of team head.

**January 2021-
November 2022**

: Associate Officer, Enterprise Business
Integra Technologies Ltd.

Job Responsibilities:

- Develop and sustain relationships with existing customer base, building rapport as a personable and trusted representative
- Prepared customized quotes and answered inquiries regarding products and services
- Enthusiastically participated in sales training events and conferences to continuously develop skills and gain product knowledge
- Employed market research to successfully generate new leads by conducting cold calling and email prospecting

Internship/Traineeship Experience

**September 2019-
January 2020**

: Hotel Le Méridien Dhaka

Job Responsibilities:

- Led the tactical execution of strategic initiatives under the direction of division leadership
- Promoted the hotel, its services, and facilities while maximizing occupancy
- Processed daily reports, reconciliations, and others.
- Handled guest complaints

Academic

Diploma in Hotel Management

Passing Year : 2020

Subject : Hotel Management

Institute : National Hotel & Tourism Training Institute

IELTS (International English Language Testing System)

Institute	:	British Council
Test Results	:	Speaking 7.0
		Listening 6.5
		Reading 5.5
		Writing 7.0

General Educational Diploma (American Education Council)

Subjects	:	Mathematical Reasoning, Social Studies, Language Arts, Science
Year of Passing	:	2016
Institute	:	IT Bangla Ltd.

Higher Secondary Certificate (A-Level) Edexcel

Group	:	Science
Year of Passing	:	2016
Institute	:	British Council

Secondary School Certificate (O-Level) Edexcel

Group	:	Science
Year of Passing	:	2013
Institute	:	British Council

Computer Knowledge

MS Office	:	Word, Excel, Outlook, PowerPoint, Access
Google Drive	:	Docs, Drive, Forms, Gmail, Sheets
Spreadsheets	:	Excel, Google Drive, Open Office
Email	:	Outlook, Gmail, mail merge, filters, folders
Presentations	:	PowerPoint, Google slides, Tableau, Keynote
Operating systems	:	MacOS, Microsoft Windows

Skills

Sales software proficiency	Scheduling	Time management
Public relations	Verbal Communication	Strategic thinking
Email Communication	Marketing	Cold calling
Networking	Product knowledge	Customer retention
Researching	Active listening	Consulting
Data analysis	Sales pitch development	Account Management
Project management	Customer Relationship Management	

Languages

Bengali	:	Fluent
English	:	Proficient

Personal Details

Father's Name	:	Late Haji Syed Golam Zilani
Mother's Name	:	Most. Khaleda Akhter
Permanent Address	:	Vill: Kaitala, P.O: Kaitala P.S: Nabinagar, Dist:B-Baria
Date of Birth	:	3 rd March 1997.
Gender	:	Male
Blood Group	:	B+(ve)
Religion	:	Islam
Marital Status	:	Unmarried
Nationality	:	Bangladeshi

Reference

Zahanara Khanam
Course Coordinator
(Diploma in Hotel Management)
National Hotel & Tourism Training Institute
Address: Bir Uttam AK Khandaker Road
83-88 Mohakhali C/A, Dhaka-1212
Contact no: 01815060707
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