

Resume of

Ivy Rahman

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CAREER OBJECTIVE

To build up a career in a reputed organization where I will have the opportunity to explore my knowledge, implement skills and competencies. Honesty, sincerity and creativity, hard work will also be given preference and to go with the organization. Where I can learn more new things and can make myself a better version of me.

ACADEMIC INFORMATION

Masters of Business Administration (MBA)

Institute : Jagannath University

Field of study : Marketing

Semester : On going

Session : 2020- till

Bachelor of Business Administration (BBA)

Institute : University of Development alternative (UODA)

Field of study : Accounting

Obtained Result : CGPA 3.11 in scale of 4.00

Session : 2019

Higher Secondary Certificate (HSC)

Institute : Narayanganj University College.

Field of study : Business studies

Obtained Result : GPA 4.60 in scale of 5.00

Session : 2014

Secondary School certificate (S.S.C)

Institute : Adarsha School, Narayanganj

Field of study : Business studies

Obtained Result : GPA 4.63 in scale of 5.00

Session : 2012

WORK HISTORY

Organization : **Sheba Digital Limited**
Department : Sales and Marketing
Business type : Software Development
Designation : District Manager. (Narayanganj)
Duration : 15th March, 2022 to Present.
Website : www.shebadigital.com

KEY RESPONSIBILITIES:

- Sale Institution Management Software (IMS) to School/College & Universities
- Arrange meeting with the principals of educational institution
- Make Power Point Presentation of Software to institute.
- Collect Data From the institute.
- Lead Team members to achieve sales Target.
- Make Sales Report.
- Update information everyday basis on google sheet.
- Ensure 24/7 Customer Support Service.
- Attend official meeting on time.
- Organize seminar for Teacher, Guardians & Students.

Organization : **Yunusco T&A (BD) Ltd.**
Department : Operation and Customer Service
Business type : Garments and Accessories
Designation : Executive
Duration : June 29, 2021 – March 10, 2022
Website : www.yunusco.com

KEY RESPONSIBILITIES:

- Work in ERP.
- Take customer booking and do whole process to send production.
- Track the goods delivery.
- Track the whole operation.
- Follow up and keep updated with customers.

Organization : **CDS COMMUNICATION LTD.**
Department : Business Development
Business type : Software Development
Designation : Business Development Officer
Duration : January 2020 to June 2021

KEY RESPONSIBILITIES:

- Developing and sustaining solid relationships with company stakeholders and customers.
- Analyzing customer feedback data to determine whether customers are satisfied with company products and services.
- Recruiting, training, and guiding business development staff.
- Day to day software and E-Commerce Business operation.

Organization : **Career Curve**
Department : Marketing and Sales
Business type : Consultancy firm for Study Abroad
Designation : Associate Consultant
Duration : August, 2019 to December, 2019
Website : www.careercurve.education

KEY RESPONSIBILITIES:

- Collecting Data and find out the interested and important candidate.
- Primary counselling student over the phone, social media, email, WhatsApp.
- Gathering information from International Universities, students and parents.
- Analyzing eligibility, student results, marksheets to study abroad.
- Find out the best university as per student eligibility and requirements.
- Providing information about universities and VISA process.
- Making interested cand to study abroad.
- Counselling them about admission process and serve them proper guidance,
- Meeting with students and parents.
- Meeting with International Delicates.
- Providing workshops, training and instructional materials to improve their personality as international student.
- Preparing Presentation of Universities and as per work needed.
- Preparing speech for the new Sales associates.
- Making Report of weekly, Monthly.

Organization : **STAR IT LTD**
Department : Marketing and Sales
Business type : Software Development
Designation : Telemarketing Executive
Duration : June, 2019 – July, 2019
Website : www.staritltd.com

KEY RESPONSIBILITIES:

- Call customers using internet calling system to sell Website, App, SEO, Domain, Software to foreign customers of US.
- Answer incoming calls from customers.
- Providing information about product's features, prices etc. and present their benefits to customers
- Ask pertinent questions to understand the customer's requirements
- Persuade the customer to buy by demonstrating how our services meet their needs
- Record the customer's personal information accurately in a computer system.
- Deal with complaints or doubts to safeguard the company's reputation.
- Go the "extra mile" to meet sales quota and facilitate future sales.
- Keep records of calls and sales and record useful information.
- Making report Daily, Weekly, Monthly.

Organization : **THE DAILY STAR**
Department : Accounting
Business type : Daily Newspaper
Designation : Intern
Duration : January, 2019 – April, 2019
Website : www.thedailystar.net

COMPUTER PROFICIENCY

- Expert in using different versions of Microsoft Windows and MS Office package used in organizational environment.
- Have a superior command in online communication through social network.

COMMUNICATION AND SKILL

- Fluent in Bangla and English – both verbal & written.
- Capable of conducting multimedia presentation.
- Highly capable in negotiation and managing people to get things done; can work in a team as well as lead others in a team.
- Excellent Academic Background.
- Dependable, Organized, and Time -oriented professional and Able to work under pressure.
- Strong analytical ability and desire to achieve results and quick learner.

LANGUAGE PROFICIENCY

- English- Speaking, Reading and Writing
- Bengali- Speaking, Reading and Writing

PERSONAL PARTICULARS:

Father : Md. Habibur Rahman
General Manger (KNIT Germents)
Mother : Mrs. Maksuda Akter
Housewife
Date of birth : 28 MARCH, 1996
Religion : Islam (Sunni)
Nationality : Bangladeshi by birth.
Marital Status : Single
Blood group : B⁺
Personal Characteristics : Confident, dedicated and hard working.

PERSONAL CHARACTERISTICS

- Extrovert and ability to communicate with different kind of people.
- Confident and straight Forward.
- Ambitious and career-oriented.
- Active, dedicated and well-focused.
- Hard working and Capable of work under pressure.

INTEREST

- Communicating with new people.
- Learning new things.
- Doing Creative Work. Like Fashion Designing or Interior Design etc
- Reading Books.
- Travelling
- Photography and Social Work

EXTRA CURRICULUM ACTIVITIES

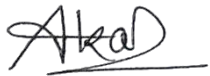
- Theater Artist (Theater Center)
- Freelance Model – Multiple Fashion House
- Anchoring - Bangladesh Shilpokola Academy and University Programs
- News Presenting Skill.
- Singing and Dance.

REFERENCES

1. Krishan Chandra Saha
Assistant Professor & Co-Ordinator
University Of Development Alternative
Cell: 01715056175
Email: krishansaha@yahoo.com
2. Md. Shakhawat Hossain Bhuiyan
Deputy General Manager, EMD-2
Bangladesh Bank, Head Office
Cell: 01940-838783
3. Md. Munirul Islam
Head of Marketing
Jagannath University
Cell: 01712562578

DECLARATION

I, the undersigned declare that the information specified in this **Resume** is true to the best of my belief and knowledge and correctly describes my experience and myself.



Ivy Rahman Eka