

214

# SUMON BISWAS

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Chita Gotatikor, Kodomtoly, Dakshin Surma

Sylhet, Bangladesh



## PROFESSIONAL SUMMARY

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Enthusiastic cashier working for 1 years in Regal Emporium. Exceptional customer service, organizational and communication skills with an optimistic attitude.

Experienced sales representative working in showroom sales for 1 years. Seeking a new position to focus on sales or service.

Motivated, proactive sales associate with 1 years experience assisting customers, making recommendations and selling product . Focused and resourceful with outstanding people skills.

Positive, friendly individual successfully selling products for 1 year. Creative with excellent skills.

Seeking a satisfying and challenging career.

## SKILLS

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- |                                 |  |                              |
|---------------------------------|--|------------------------------|
| *Customer Reliability           | *Customer Service                          | *Marketing Skills            |
| *Basic Computer                 | * Networking, mail handling, call handling | *Understanding of buyers     |
| *Strong communication abilities | *Problem solving abilities                 | *Good presentation abilities |



## EXPERIENCE

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### **Field Officer**

Popular Life Insurance Ltd. Sylhet, Bangladesh | Aug 2017-Oct 2018

- \* Built relationships with customers and provided sales presentations to executives.
- \* Developed plans for acquiring new customers and clients through a variety of techniques, including business marketing visitors, cold calling and direct sales.

### **Sales Executive**

PRAN-RFL Group- Sylhet, Bangladesh | Oct-2018 – Present.

- \* Accepted and processed customer payment in cash, credit cards and checks, checking for validity.
- \* Collaborated with colleagues to discuss market information and strategies.
- \* Conducted market research to learn of current trends and to perform sales activities accordingly.
- \* Contacted existing and new customers to discover their needs and to explain how certain products could be useful to them.
- \* Emphasized the specific product features that would stand out to customers, Showing them product limitations and capabilities.
- \* Followed up with customers ensuring their satisfaction with their purchases.
- \* Greeted customers and offered them assistance where possible.
- \* Informed customers about current promotions and sales, encouraging them to take advantage.
- \* Made cold calls to all prospective clients in order to inform them of new products they may be interested in, deals and specific product details.



- \* Recommended certain products to help customers meet their specific needs.
- \* Submitted orders for processing.
- \* Acknowledged customer issues and resolved their problems quickly and efficiently.
- \* Balanced and reviewed monthly report.
- \* Directed capital expenditure analysis, financial reporting, information systems, and other accounting activities on a corporate level.
- \* Maintained compliance for reporting documents.
- \* Prepared monthly financial statements.

## **EDUCATION**

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### **SSC ( Secondary School Certificate)**

Gota Tikor High School I Sylhet, Bangladesh I Feb-2014

\* GPA – 4.13

\* Group - Humanities

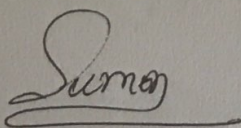
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### **HSC ( Higher Secondary Certificate)**

Dakshin Surma College I Sylhet, Bangladesh I Apr-2016

\* GPA – 3.58

\* Group – Humanities



Signature

Date :