Last Updated : **March 23, 2018**

AL-MEHDI MUHIMIN OVI

Address: House No:63, Road No:44, Block-C, Shahjalal Upashahar,
Sylhet, Bangladesh
Home Phone: 01721040012
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Mobile : 01723066399
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Career Objective:

Would be great at any position that offers plenty of contact with people. Patient & good at solving problems & potential conflicts.Looking forward to meeting diverse types of people. Constantly strives for further personal & professional development.

Employment History:

Total Year of Experience : 2.9 Year(s)

1. **Territory Sales Assistant (BATB TSA operation) (January 1, 2018 - Continuing)**

   Market Access Providers Ltd.
   Company Location : Sylhet
   Department: Trade Marketing
   Duties/Responsibilities:
   â¢Supervise daily sales & trade marketing activities.
   â¢Maintain administrative activities.
   â¢Enhance excellent trade relation with different traders and customers.
   â¢Implement organizational policies & strategies to compete with competitors.
   â¢Forecast market demand and achieve sales target.
   â¢Ensure sustainable growth of own market share

2. **Distribution Officer (June 1, 2017 - December 30, 2017)**

   Golden Harvest Ice Cream Ltd.
   Company Location : Dhaka
   Department: Distribution
   Duties/Responsibilities:
   â¢ Use IT systems to manage stock levels, delivery times and transport costs;
   â¢ Use associated information systems to coordinate and control the order cycle;
   â¢ Allocate and manage staff resources according to changing needs;
   â¢ Manage staff
   â¢ Continually try to improve and develop business performance within the constraints of legislation, fuel costs and rising environmental pressures.

3. **Trainee (December 17, 2015 - May 14, 2017)**

Grameenphone
Company Location : Sylhet
Department: Retail & Sales Distribution
Duties/Responsibilities:
develop and maintain a customer database &
sales and promotional materials.
Plan and conduct direct marketing activities,
make sales calls to new and existing clients.
Maintain sales activity records and prepare sales reports
respond to sales inquiries and concerns by phone, electronically or in person,
Ensure customer service satisfaction and good client relationships,
follow up on sales activity.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Marketing	Metropolitan University, Sylhet	CGPA:3.58 out of 4	2016	1
BBA	Marketing	Metropolitan University, Sylhet	CGPA:3.52 out of 4	2014	4 years
HSC	Science	Scholarshome School & College	CGPA:4 out of 5	2010	2 years
SSC	Science	Derai High School	CGPA:3.81 out of 5	2008	10 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	General Banking Activities	Rupali Bank Ltd.	Bangladesh	Sylhet,Taltola Branch	2014	3 months

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 22500
Expected Salary	: Tk. 15,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Marketing/Sales
Preferred District	: Sylhet
Preferred Country	: Canada
Preferred Organization Types	: Banks, Advertising Ageny, Multinational Companies, Public Relation Companies, Market Research Firms, Garments, Airline, Direct Selling/Marketing Service Company, Group of Companies, Call Center, Cement Industry, Interior Design

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details :

Father"s Name	:	Late-Md.Abdul Mannan
Mother"s Name	:	Husne Ara begum
Date of Birth	:	September 29, 1992
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Bangladeshi
Religion	:	Islam
Permanent Address	:	Vill-Dolua, P/O- Dhirai chandpur, Thana-Dhirai, Dist- Sunamgonj
Current Location	:	Sylhet

Reference (s):

Name	:	MD.Abdul Matin
Organization	:	Rupali Bank Limited
Designation	:	DGM (Sylhet Division)
Address	:	Fulshaind villa,Vatalia,Lamabazar,Sylhet
Phone (Off.)	:	
Phone (Res.)	:	0821-724854
Mobile	:	01715-747574
EMail	:	rbl_matin@yahoo.com
Relation	:	Relative