

Last Updated : **September 7, 2018**

AJOY SANKAR SAHA

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Career Objective:

I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself, also to give my best in my professional pursuit for overall benefit and growth of the company.

Career Summary:

I lived in the UK for about 4 years and work for one of the large clothing retail store Primark for about 2.5 years & others also worked for some renowned company`s in Bangladesh such as Bikroy.com, GPH ispat Ltd.

Special Qualification:

I have finished Intermediate level of (ESOL) general English language course from Greenwich London College.

Employment History:

Total Year of Experience : 8.3 Year(s)

1. Officer (September 4, 2016 - Continuing)

GPH Ispat Ltd.

Company Location : Crown Chamber - 325 Asadgonj, Chittagong-4000,Hamid Tower (3rd Floor), 24 Gulshan C/A, Circle-2

Department: Sales & Marketing

Duties/Responsibilities:

- *Prepare sales plan as per given sales target, Research and identify sales opportunity
- * Visit existing & potential clients on a regular basis, find out customers needs and take necessary action to fulfill those.
- * Identify and analyze new business opportunities, threats and competitors to achieve sales target
- *,Ensure to receive sales order and delivery products on time
- *Preparing DO, bill, daily activities report. & Others.
- *Develop new business opportunities.

2. Team Leader (May 1, 2016 - August 31, 2016)

Bikroy.com

Company Location : Banani, Dhaka

Department: Client Service/ Marketing

Duties/Responsibilities:

Instruct, motivate & give guidance to a group of 5 female executives, manage the flow of day-to-day operations for the purpose of achieving a certain goal

3. **Officer - Executive (October 1, 2014 - September 23, 2015)**

Bikroy.com

Company Location : Banani, Dhaka

Department: marketing, support.

Duties/Responsibilities:

Establish strong long term relationships with business owners. Successfully convince clients to use companys services. Selling Membership service to business owners. Maintain relationships with business owners to ensure that they are happy with companys service. Assist and train business owners to upload advertisements online. Perform according to meet Key Performance Indicators (KPIs). Conduct daily and weekly reporting to management. Work on different projects assigned by management.

4. **International Client Manager (October 15, 2012 - September 1, 2014)**

Tradexcel Graphics Ltd.

Company Location : Gulsan, Dhaka

Department: International relation/Client support

Duties/Responsibilities:

Support clients e-mail query`s, preparing of daily & monthly production report, spreadsheet, order description & billing.
Executing all kind of related works.

5. **Customer support Executive (August 15, 2011 - November 25, 2011)**

Zamir telecom

Company Location : Gulsan, Dhaka

Department: Customer support

Duties/Responsibilities:

opening accounts, managing changes, describing products and delivering support over the phone, technical troubleshooting. contacting internal technical team to resolve customer problems and update the customers accordingly. Online Live Support And other tasks

6. **Sales Assistant (May 18, 2007 - March 27, 2010)**

Primark

Company Location : London,UK

Department: Sales

Duties/Responsibilities:

sales, customer service, inventory, and technical troubleshooting. Maintained internal visual merchandising and in-store displays and ensured store appearance met company standards at all times. Maintained proper inventory controls, facilitated inventory transactions and maintained compliance with store standards.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|--|---------------------------------|--|-----------------------|----------|----------|-------------|
| BBA | Management | Victoria University of Bangladesh | CGPA:3.61 out of 5 | 2014 | 4 | Passed |
| CAT (Certified Accounting technician.) | Accounting & Information System | LCBS (London collage of accountancy.) [Foreign Institute] | | 2009 | 2 | Passed |
| SSC | Accounting | Bagerhat Amlapara High School | CGPA:2.88 out of 5 | 2005 | - | - |

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 17,000
Preferred Job Category : Marketing/Sales, Mechanic/Technician
Preferred District : Dhaka, Narayanganj
Preferred Organization Types : Telecommunication, Trading or Export/Import, Multinational Companies, Overseas Companies, Group of Companies

Specialization:

| Fields of Specialization | Description |
|--|---|
| <ul style="list-style-type: none">• Client Service/ Marketing• Commercial/ Export-Import• Compliance• Customer Relation• Customer Support• Customer Support/ Client Service• Executive Assistant• Marketing | <p>My certain skills and experience</p> <ul style="list-style-type: none">*Working in a team*Time management* Honesty*Loyalty*Responsibility <p>Social skills and competences: Â Excellent sales skills and ability to meet or exceed performance standards. Excellent customer service and communication skills, as well as presentation skills and strong interpersonal skills when dealing with customers, fellow employees, and all levels of management.</p> |

Extra Curricular Activities:

Listen to music, sports, internet, social networking, traveling.

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | High | High | High |

Personal Details :

Father"s Name : Arun kumar saha
Mother"s Name : Aroti rani saha
Date of Birth : August 20, 1989
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Hindu
Permanent Address : Rail Road, Shadar, Bagerhat.
Current Location : Narayanganj
