



Resume

Of

Arif Aman Suva

Kuril Chowrasta, Vatara, Dhaka

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Career Vision

To enhance quality of managing, comprising, leading, grouping by getting involved with renowned organizations, as well as doing best to achieve organizational goals.

Personal statement

Professional business developer with more than four years of experience in Sales & Marketing, Branding and currently seeking for new opportunities in relevant field. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

Key Skills

- Proficiency in all areas of Microsoft Office.
- Graphic Design, Photoshop, Google Analytics.
- Decision making ability.
- Excellent managerial ability.
- Excellent team worker.
- Emotional Intelligence
- Good representation skill.
- Client, partner communication.
- Proficient negotiator.
- Technologically savvy.
- Creative problem solver.
- Proactive.

Employment History

❖ Access Telecom (BD) Ltd.(August, 2015 to December, 2017):

Worked successfully at Access Telecom (BD) Ltd. Dhaka, as an Executive, Sales & Marketing.

Responsibilities:

- Showcasing the quality of product and services to new potential market.
- Visiting new potential client to promote brand values.
- Ensuring proper customer support and service to their satisfactory level.
- Plan and organize sales related activities in order to safeguard revenue.

❖ Amber IT Ltd(January 2018 to April 2019):

Worked successfully at Amber IT Ltd concern of Amber Group from 1st January, 2018 as Senior Officer, Business Development headquartered at Navana Tower, Gulshan-1.

Responsibilities and achievements:

- Hunting new profitable customer to expand the business as part of business development.
- Optimizing the current and future value of the customer to the company.
- Maintain proper communication and action with existing client to ensure services to their satisfactory level.
- Diary management, documentation, making presentations for the management.
- Had opportunity to meet country's leading conglomerates, industry personnel and learning lot along with promoting.

Education

MBA (Masters in Business Administration):

(2017 – Running)

Post Graduation	:	Evening MBA
University	:	University of Dhaka
Subject	:	Marketing.
Batch	:	36 th

BBS (Bachelor of Business Studies):

(Pass year-2014)

Graduation	:	BBS in Accounting.
University	:	National University
Institution	:	Cox's Bazar Govt. College, Cox's Bazar.
Result	:	2 nd class

HSC (Higher Secondary Certificate):

(Pass year- 2008)

Institution	:	Cox's Bazar Government College, Cox'sBazar.
Group	:	Business Studies.
Result in G.P.A	:	4.00

SSC (Secondary School Certificate):

(Pass year-2006)

Institution	:	Cox's Bazar Government School, Cox's Bazar.
Group	:	Business Studies.
Result in G.P.A	:	4.81

Interests and Other Skills

- Music, Watching movies, Traveling, Reading, Photography, Solving mathematical problem etc.
- Debate, Writing, Sports

Language Efficiency

- Bengali (as a Mother language) & English.

Personal Information

Date of Birth	:	15 th February, 1991
Nationality	:	Bangladeshi
Sex	:	Male
Marital Status	:	Single
Father's name	:	Late Md. Hossain
Mother's name	:	Anwara Begum.
Mailing Address	:	Kuril Chowrasta, Vatara, Dhaka.
Permanent Address	:	Pallabi Lane, South Tekpara, Cox's Bazar.

References

- Yasir Arafat
General Manager
LUDWIG Industrial Solutions Ltd.
Cell: 01818495811
- Md. Zakir Alam Khandker
AGM, Sales & Marketing
Getco Group
Cell: 01716010650
- Bilkis Afroza Siddiquie
Asst. Director,
Dept. of Immigration and Passports,
Bangladesh.