

Applied For: **Virtual Assistant, Sylhet Office (All Types)**

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Kamal Al Millat

Address: House No: 125 Madushahid, New Medical Road, Sylhet.
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Career Objective:

Looking for where, there is scope for demonstration always on a look out for a positive and bigger outlook, currency are ideas, thrive on imagination and passion, rigorous thinking and boundless curiosity.

Career Summary:

Executive Sales & Marketing- Hotel Star Pacific, Sylhet (1st February 15- 09 October 2016).

Employment History:

Total Year of Experience : 2.8 Year(s)

1. Executive Sales and Marketing and Customer Care (April 18, 2017 - Continuing)

Women`s Medical Collage Hospital , Sylhet.

Company Location : Sylhet
Department: Sales and Marketing

2. Executive (January 1, 2017 - April 8, 2017)

Al haramain Hospital Private LTD

Company Location : Sylhet
Department: Sales and Marketing

Duties/Responsibilities:

Ensure customer services & maintain customer relation
Develop & implement marketing plan, marketing policy & strategy
Develop new market
Visit potential customers
Maintain customer-service standards, resolve problems
Data collection, quality feedback observation

3. Executive Sales and Marketing (February 1, 2015 - December 15, 2016)

Hotel Star Pacific, Sylhet

Company Location : East Dorgah Gate, Sylhet
Department: Marketing

Duties/Responsibilities:

* Achieve sales target by forecasting and developing annual & monthly sales plan.*Responsible for

collecting customer feedback and solved their problem * Motivate corporate customer for increasing hotel profit.

* Building Brand Image

* Customer satisfaction.

* Promoting brand through advertisement

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Marketing	Leading University, Sylhet	CGPA:3.25 out of 4	2016	1
BBA	Marketing	Leading University, Sylhet	CGPA:3.27 out of 4	2015	4
HSC	Science	Madan Mohan College, Sylhet	CGPA:3.4 out of 5	2010	2
SSC	Science	Police line High School, Sylhet	CGPA:3.38 out of 5	2008	2

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 20000
Expected Salary : Tk. 15,000
Preferred Job Category : IT/Telecommunication, Marketing/Sales
Preferred District : Anywhere in Bangladesh.
Preferred Organization Types : Telecommunication, Multinational Companies, Airline

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Administration• Administrative/Executive• Area/ Territory Marketing

Extra Curricular Activities:

Member at Leading University Cultural club & Social service club. *Vice-President at Leading University Photographic Society (2013-2014) *Vice-President at Leading University Debating club. (2013-2014)
*A pharmacist Under the Bangladesh Druggist and Chemist. (BDC). *Platoon Member of Bangladesh National Cadet Core (BNCC) under Moinamoti 2 Bn.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

Personal Details :

Father's Name : Md Kamruzzaman

Mother's Name : Miss Shiria Begum
Date of Birth : January 10, 1991
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam (Sunni)
Permanent Address : House No: 125 Madushahid, New Medical Road, Sylhet.
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr.Tanvir Ahmad Torophder	Asma Ferdous Chowdhury
Organization	: Ministry of Foreign Affairs, Bangladesh	Keya Group of Companies
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Relation	: Academic	Relative