

Applied For: **IT Executive (BSc/ Dip in CSE)**

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MAHBUBA RAHMAN MOURIN

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Career Objective:

To secure a challenging position in corporate field where I can effectively and efficiently my skills and ensure my growth through the growth of the organization.

Career Summary:

I am a professional in business development specially in ICT with over 4 years of experience. With an academic background in Electronic and Communication engineering and Marketing I found my interest in business development and public relations in technical sector. I have successfully worked as a customer service representative, marketing and sales executive and business manager and achieved good knowledge on client and employee management with an understanding ability of their interest

Special Qualification:

1. Competent at client hunting and understand the policy of satisfying their needs.
2. Expert hand in business presentation.
3. Sound knowledge in ISP, Server, ICT, Web based software, hardware (Computer & Machinery)
4. Quick learner, ambitious

Employment History:

Total Year of Experience : 5.2 Year(s)

1. Head of sales & Marketing (December 1, 2017 - Continuing)

jthoroTEK

Department: Commercial

Duties/Responsibilities:

1. Taking lead of the assigned projects.
2. Mix mood of Project Management and development.
3. Create and execute marketing & sales plan that meets or exceeds established targets and supports company to meet revenue and profits targets.
4. Leading and motivating the sales team to generate target revenue.
5. Optimize business development plan by working closely with Account Manager and sales executives.
6. Meet regularly with existing and potential customer.
7. Build long-term, productive and mutually beneficial relationship with existing and potential customer

8. Maintaining documentation and sales report of every project.
9. Maintaining communication with Project's Stakeholders and notifying them project update regularly.

2. **Business Manager (February 1, 2017 - November 30, 2017)**

3DEVs IT Ltd.

Company Location : Banglamotor, Dhaka

Department: Commercial

Duties/Responsibilities:

1. Bring business lead
2. Manage to hunt appropriate number of quality sales from various business segments.
3. Monitor and plan market visit on regular frequency for executives to build effective customer relation.
4. Regular monitoring of competition activities of subordinates.
5. Manage and take regular weekly or other reports according to requirements.
6. Present various market analysis based on market visit and market study.
7. Provide regular feedback on the customer complains for client satisfaction.
8. Capture industry insight, gather relevant data manipulate it and draw the conclusive decision based on that.
9. To foresee the upcoming business trend and draw the business plan accordingly.
10. Able to identify new business arena
11. Manage all admin issues.
12. Prepare and supervise agreements, Tenders etc official documents.
13. Lead proposal presentation for business group/important clients
14. Prepare proposal, Quotation for clients
15. Provide technical training to clients
16. Market research (both for clients and software)

3. **Asst. Business Manager (July 1, 2015 - January 31, 2017)**

3DEVs IT Ltd.

Company Location : Banglamotor, Dhaka

Department: Commercial

Duties/Responsibilities:

1. Bring business lead
2. Manage to hunt appropriate number of quality sales from various business segments.
3. Market visit on regular frequency as agreed by the line managers and to build effective customer relation.
4. Regular monitoring and reporting of competition activities to Line Manager.
5. Manage regular weekly or other reports according to requirements.
6. Present various market analysis based on market visit and market study.
7. Provide regular feedback on the customer complains for client satisfaction.
8. Capture industry insight, gather relevant data manipulate it and draw the conclusive decision based on that.
9. To foresee the upcoming business trend and draw the business plan accordingly.
10. Able to identify new business arena
11. Manage all admin issues.
12. Prepare and supervise agreements, Tenders etc official documents.
13. Lead proposal presentation for business group/important clients
14. Prepare proposal, Quotation for clients
15. Provide technical training to clients

4. **Office executive (Marketing and sales) (July 1, 2014 - June 30, 2015)**

Dial Tone USA Inc.

Company Location : Uttara , Dhaka

Department: Marketing and sales

Duties/Responsibilities:

1. Manage the social media marketing for the Company.
2. Prepare and maintain new and existing

customers' database with CRM portal.

3. Maintain customer relationship, handle and support clients' queries and problems, communicate with client through email, IM and phone.

4. Plan and implement marketing strategy (Making Ads for related products)and supervising sales Dept.

5. **Customer service representative (September 1, 2013 - June 30, 2014)**

digicon technologies ltd. (ollo wireless internet processor)

Company Location : Khilkhet, rajuk trade center

Department: Operation

Duties/Responsibilities:

1. Handling customers problems, troubleshooting, installation

2. Provide support to relevant client

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration (MBA)	Marketing	University of Dhaka	Enrolled	2018	2	-
B.Tech	Electronics and Communication Engineering	EIILM University, Sikkim, India [Foreign Institute]	First Class, Marks :73.3%	2013	4 years	100% Scholarship from BRAC Rai Foundation GGS for pursuing B.Tech. degree.
HSC	Science	Major General Mahmudul Hasan Adarsha College	CGPA:5 out of 5	2008	2 years	-
SSC	Science	Bindu Bashini Govt. Girls High School	CGPA:5 out of 5	2006	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
LINUX		WAYWOO	India	lucknow	2013	two months
RTOS		WAYWOO	India	lucknow	2013	two months
MATLAB		WAYWOO	India	lucknow	2013	two months
Embedded System		WAYWOO	India	lucknow	2013	one month

wireless communication and 3G		Core Future	India	kolkata	2012	one month
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Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 35000
Expected Salary	: Tk. 25,000
Preferred Job Category	: IT/Telecommunication, Marketing/Sales
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: China, India, Japan, Sweden, United States, Canada, France, Oman, Singapore, Swaziland
Preferred Organization Types	: Telecommunication, College, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Multinational Companies, Engineering Firms, Electronic Equipment/Home Appliances, Automobile, Mobile Accessories

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Management • IT & Software Marketing • Market/ Consumer Research • Corporate Marketing • Business Development • Customer Support/ Client Service • Public Relation • Proposal Writing • Program development • Telecommunication Products & Services

Extra Curricular Activities:

1. Debate and Extempore Speech. 2. Event management 3. Travel

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High
Hindi	Low	Low	High

Personal Details :

Father's Name	: Abu Taher Md. Ziaur Rahman
Mother's Name	: Rikta Kh.
Date of Birth	: March 19, 1991
Gender	: Female
Marital Status	: Married

Nationality : Bangladeshi
Religion : Islam
Permanent Address : vil: Perdighulia, post+dist:Tangail
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Safiqul Islam	• Mrs.Rizwana Akhter
Organization	: BRAC	BRAC
Designation	: Director, BRAC Education Program	Programme Manager –PACE BRAC Education programme
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Relation	: Professional	Professional