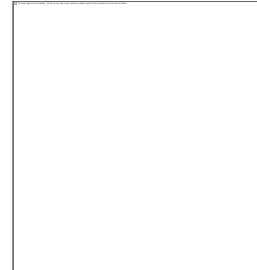


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **October 31, 2017**

MD. ABUL HASNAT SARDAR

Address: 565/502, Aarong, Nazrul avenue, Kandirpar Comilla
Office Phone : +8808172790
Mobile : 8801717191580
email: hasnat202@gmail.com, baundula_2006@yahoo.com



Career Objective:

To set up career in well established organization with a stable environment that will lead to a lasting relationship in the field of Sales & Marketing Where I can bring positive change in company growth with my strong organizational skill.

Career Summary:

November 2011-August 20
Sales Supervisor
Aarong
Retail Industry

Aarong – Bengali for 'village fair' – is Bangladesh's most popular lifestyle retail chain. This ethical brand began in 1978 . It has 16 Outlet in Bangladesh . It Makes business online & export its quality product to the whole world.

Special Qualification:

1. Six years experience in face to face customer service .
2. High Level Computer Skills including excel, Word and Power Point.
3. work well under pressure as part of a team.
4. Responsible, efficient and flexible.

Employment History:

Total Year of Experience : 6.3 Year(s)

1. Floor Manager (November 1, 2011 - Continuing)

Brac-Aarong

Company Location : Head Office, 346, Tejgaon Aarong Center, Tekgaon I/A,
Department: Retail

Duties/Responsibilities:

- Assist to set & achieve sales target of the outlet.
- Ensure proper product receiving, Transfer and inventory management are done according to guidelines
- Monitor staff management and their development for future needs.
- Accountable for inventory management and cleanliness of the respective outlet.
- Managing all sort of Maintenance (electro-mechanical, general & IT) works at outlet.
- Plan and monitor of the deployment of Security Guards and preparing the duty roster accordingly.
- Meet financial objectives by assisting to prepare an effective annual budget, scheduling expenditures,

- Initiating corrective actions to control cost.
- Supervise and evaluate outlet management & non-management staffs
- Knowledge on preparing sales reports, cash management, cash audits.
- Liaison with local agencies, land owners and other local groups to ensure smooth outlet operations.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.B.S	Accounting	National University	Second Class, Marks :55%	2010	ONE YEAR	-
B.B.S. (Accounting)	Accounting	National University	Second Class, Marks :50%	2009	4 years	achieve second class
Multimedia Development	Graphics Software, MS Office, Adobe Package.	www.alison.com [Foreign Institute]		2013	1	-
HSC	BUSINESS STUDIES	DERAI DEGREE COLLEGE	CGPA:3.1 out of 5	2004	2 YEARS	-
SSC	SCIENCE	DERAI HIGH SCHOOL	CGPA:3.13 out of 5	2002	2years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
The art of Documentation	Delegation process	Aarong	Bangladesh	Dhaka	2017	one day
Leadership Training	Leadership skills Development	Enroute International Ltd.	BANGLADESH	Dhaka	2015	Total 12 days
ERP	Enterprise Resource Planing	Aarong	Bangladesh	Sylhet	2014	One day
Customer Service Training	Communication with customer . Pro activeness on Sales.	Aarong	Bangladesh	Sylhet	2013	One day
Diploma in Multimedia developmental	Adobe Photoshop cs5. Adobe Flash cs3, windows movie maker, adobe director11.5,	www.alison.com	ireland (Online)	online	2013	6 month

Professional Qualification:

Certification	Institute	Location	From	To
I have been working at Aarong as a Admin cum Outlet Sales Supervisor	Brac-Aarong	Sylhet	April 1, 2011	June 4, 2016

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 15,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : India, Ireland, Japan
 Preferred Organization Types : Telecommunication, Software Company, Market Research Firms, Textile, Audit Firms /Tax Consultant, Airline, Travel Agent, Immigration & Education Consultancy Service, Share Brokerage/ Securities House

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Consumer Durables - Sales & Marketing Corporate Marketing Retail Management Business Development 	<ul style="list-style-type: none"> Having a friendly & professional manner. Able to commit at short notice to overtime during busy trading periods. Aware of brand marketing, pricing and positioning. A proactive and passionate attitude towards sales. Have the ability to listen to the customers needs. Immaculate presentation, always well smartly dressed. Knowledge of cataloging and inventory techniques. Physically fit and able to walk around for long periods as well as do lifting.

Extra Curricular Activities:

Sound knowledge over multimedia development online marketing Prepare Training

Language Proficiency:

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

Personal Details :

Father's Name : Md. Abdul Gofur Sardar
 Mother's Name : Rahima Khatun
 Date of Birth : December 25, 1985
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : islam
 Permanent Address : Madani Moholla, PO: Derai Chandpur, PS: Derai, Dist, Sunamgonj
 Current Location : Sylhet

Reference (s):

Name : Md. Sarwar Hussain
 Organization : Pubali Bank
 Designation : Manager

Address : Shah gali branch, Jokigonj
Phone (Off.) :
Phone (Res.) :
Mobile : +880717415104
EMail : sarwarhossain222@gmail.com
Relation : Family Friend