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MD. GOLAM MOSTAFA

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Career Objective:

To obtain a position this organization which will offer me a well-remunerated creative and participatory job environment where I can combine my creative talent, interest to learn with my experience to achieve the best for the organization as well as.

Career Summary:

Experienced MIS positions skilled at keeping today's sophisticated computer systems running efficiently and maintaining business operations. Excellent managerial and interpersonal faculties invaluable to ensuring task and projects are conducted in timely and successful manners at all times.

Special Qualification:

Advance knowledge of MS Excel with Computer literacy, Diploma in Hardware & Networking Engineering, Tally.ERP9, Advance ERP, Troyee Inventory.

Employment History:

Total Year of Experience : 7.0 Year(s)

1. **Specialist, Market Operation (July 16, 2018 - Continuing)**

Robi Axiata Limited

Company Location : Gulshan, Dhaka

Department: Market Operation Division

Duties/Responsibilities:

01. Assist sales team by providing various business facts & figures to have clear business insights.
02. Coordinate & follow-up with cross functional teams to get various data & reports. And also prepares various reports on behalf of the region for cross functional units, under the Department.
03. Daily monitoring of Distributor sales transaction in different Robi Inventory (Hub) & resolve any issues, if necessary.
04. Maintain strong coordination with finance team to reconcile Distributors' daily financial transaction, credit facility etc.
05. Lead & monitor daily sales operational activity of outsourced employee (LS/DS) in different Robi Inventory (Hub).
06. Distributor, Region, Area & Territory wise daily sales report up gradation.
07. Developed monthly sales metrics and created reports for management on sales performance.
08. Daily Sales force/Business Hubs /Channel wise Sales Efficiency review.
09. Monthly Overall Sales Efficiency Evaluation based on KPI.
10. Market trends analysis, Competitor activities analysis and formatting the Sales Plan accordingly.
11. Channel wise growth & de-growth report generate.
12. Distributor wise Sales Performance and ROI analysis.
13. Prepare & reconcile monthly regional budget & petty cash as per budgetary allocation.
14. Organize various regional employee engagement events/initiatives as required by other department/division of the organization.
15. Monitor and coordinate market research activities carried out in the respective region.
16. Contribute to short and long-term organizational planning and strategy.
17. Performs additional responsibilities as requested to achieve business objectives.

2. Sr. Executive, Sales Operation & MIS (May 2, 2017 - July 15, 2018)

Golden Harvest Agro Industries Ltd.

Company Location : Tejgaon, Dhaka

Department: Sales Operation

Duties/Responsibilities:

01. Distributor, Region, Area & Territory wise daily sales report up gradation (Lifting , IMS, Collection)
02. Developed monthly sales metrics and created reports for management on sales performance.
03. Daily Sales force/Distributor /Channel wise Sales Efficiency review (Target vs. Lifting, IMS vs. Collection, Outstanding)
04. Prepare and compile daily & monthly Lifting/Secondary or IMS/Collection plan.
05. Monthly Overall Sales Efficiency Evaluation based on KPI (Lifting, IMS, Collection, Outstanding)
06. Market trends analysis, Competitor activities analysis and formatting the Sales Plan accordingly.
07. Channel wise growth & de-growth report generate.
08. Distributor wise Sales Performance and ROI analysis.
09. Generate SKU wise sales analysis report.
10. Co-ordinate with Sales, Distribution, Supply chain and production team to streamline the business process.
11. Geography wise SKU Rolling Trends Analysis and Demand Planning Management.
12. SO & Distributor wise target analysis. Maintain and compile distributor stock.
13. Prepare KAM/DSM/ASM/TSM/SO/DSR wise monthly sales incentive.
14. Freezer wise sales analysis & find out inactive freezer and report to Business Head.
15. Business Partner policy implementation (Credit policy, Damage Policy)
16. Collect & Compile distributor wise damage report and adjust to Distributor Key Account as per damage policy.
17. Making overall business review monthly and yearly with comparison to last year, last month.

3. Executive, MIS (October 3, 2015 - April 30, 2017)**RAK Consumer Products Ltd. (Concern of RAK Group)**

Company Location : Uttara, Dhaka

Department: MIS & Business Development

Duties/Responsibilities:

01. Prepare various type of MIS report as per instruction of top management.
02. Prepare Field force database in MS Access and update & maintain database.
03. Regularly receive sales SMS from sales people and prepare Sales reports.
04. Regularly prepare Collection reports and send to management.
05. Weekly collect stock from Distributors and prepare Weekly Stock Report.
06. Prepare Monthly sales and Collection Report.
07. Calculate sales incentive and TADA against monthly sales.
08. Regularly update Distributors details info.
09. Day ends various types of MIS report send the top management via e-mail.
10. Installing & configuring computer hardware operating systems and application.
11. Act as MIS consultant to manage department`s operations.
12. Prepared monthly volume statistical report.
13. Keep track of supply from inventory.
14. Manage database of MIS systems.
15. Others as HOD decide in terms of MIS and IT operations.
16. Review and approve all MIS documents prepared.

4. MIS Officer (January 1, 2012 - September 30, 2015)

Baby Nutrition Ltd. (Concern of Lalmai Group)

Company Location : 107, Khan Mansion (10th Floor), Motijheel Commercial C/A,
Dhaka-1000

Department: Sales & Business Development

Duties/Responsibilities:

01. Develop & update MIS report (in MS Excel) & HCP database (in MS Access) as per instruction of Managing Director.
02. Update daily visiting data for marketing peoples by using sms system and prepared marketing peoples visiting report.
03. Installing & configuring computer hardware operating systems and application.
04. Support to all employee & staff members and maintain office computer systems.
05. All windows OS, Antivirus, Outlook express, MS- office and other important software.
06. Maintain Networking, TCP/ IP, Client/ Server relationships, configure & maintain network printers.
07. Configure Wireless Router & Maintenance
08. Day by day monitoring Windows Server and user control.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Studies	Management	National University	Second Class, Marks :49%	2013	4 Years
HSC	Business Studies	Kushtia Govt. College, Kushtia	CGPA:3.2 out of 5	2006	2 Years
SSC	Business Studies	Mohini Mohon Viddyapith	CGPA:4.25 out of 5	2004	10 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Literacy	M/S Word, M/S Excel, Powerpoint, Adobe Photoshop	Seba Computer	Bangladesh	Kushtia	2005	6 month

Professional Qualification:

Certification	Institute	Location	From	To
AMCAT Certification (Online)	Aspiring Minds	India	March 8, 2017	March 9, 2017
Diploma In Hardware & Networking	Daffodil Institute of IT	Kolabagan, Dhaka	November 20, 2012	December 26, 2013

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 50200
 Expected Salary : Tk. 20,000
 Preferred Job Category : Marketing/Sales, Production/Operation
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Australia, Canada
 Preferred Organization Types : Manufacturing (FMCG), Trading or Export/Import, Multinational Companies, Market Research Firms, Garments, Food (Packaged)/Beverage, Direct Selling/Marketing Service Company, Cement Industry, Tiles/Ceramic

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Manjur Kader
 Mother"s Name : Jesmin Akter
 Date of Birth : October 12, 1989
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : House# 16, Renwick Colony, Kamlapur, -7000, Kustia Sadar, Kushtia Sadar, Kushtia 7000
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Uttam Kumar Chowdhury	Manzur Elahi Al-Hossain
Organization	: Unique Motors Limited	Robi Axiata Limited
Designation	: Chief Executive Officer	AGM, Sales (Chittagong South Cluster)
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Relation	: Professional	Professional