

Last Updated : **December 27, 2016**

MD. RUHUL AMIN

Address: BRAC Aligonj Branch, Baniachon, Hobigonj.
Home Phone: 01719473411
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Career Objective:

Marketing & Sales

Career Summary:

I have wide knowledge about PRA, Report Building, Facilitator, and Report writer, Register, Gango File Monthly report field visit Questionnaire & maintain all official activities. I am competent in his job. I sincere and honest with a high drive.

Special Qualification:

Valid Motorcycle Driving license, Computer Application

Employment History:

Total Year of Experience : 6.8 Year(s)

1. **Executive (Sales & Marketing) (January 7, 2016 - Continuing)**

PRAN-RFL GROUP

Company Location : PRAN-RFL Center 105 Middle Badda, Dhaka-1212, Bangladesh

Department: Marketing

Duties/Responsibilities:

Performing and promotion of sales.

Finding and locating the potential sources for marketing and sales.

Maintaining the head office standard regarding staffing and sales.

Effectively manage the department functions while meeting and adhering to corporate, legal, and regulatory policies, guidelines and requirements regarding conformity.

Work with design and marketing departments for overall updates, procedure changes or development and resolution of issues.

Determine company Sales, provide service to customers while maintaining a focus on organization profitability.

Support and on time implement products & services by participating in marketing.

Ensuring consistent achievements, establish, maintain, and review accuracy of all records.

Market visit, client hunt, creating market opportunity.

Regular follow-up with existing / potential clients.

Build a strong relationship with the customer.

Manage existing & new potential customers by personal sales visits, using face to face contact to provide a personal service.

Compiling and analyzing sales figures.

Dealing with customers & dealers all over the country & ability to work independently.

Monitor and report on market and competitor activities and provide relevant reports and information.

Maintain and develop corporate image and reputation, and protect and develop the company's brands via suitable PR activities.

Responsible for reporting to Manager.

2. Program Organiser (February 2, 2012 - December 31, 2015)**BRAC**

Department: IDP (STUP)

Duties/Responsibilities:

Develop small credit unit in selected area

Visit field for credit purpose in regular basis

Collect the accurate information from the field for the credit purpose

Ability to give credit and recovery as per credit policy

Ability to handle the work pressure

Prepare daily & monthly reports

Able to summarize the results or daily observation

Preference will be given to candidate who has worked in a community based Micro

Credit Program

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|-------------------------|---------------------|---|--------------------------|----------|----------|
| MSS (Political Science) | Political Science | Rajshahi University | Second Class, Marks :54% | 2009 | 1 Year |
| BSS (Political Science) | Political Science | Rajshahi University [Foreign Institute] | Second Class, Marks :55% | 2008 | 4 Year |
| HSC | Business Studies | New Govt.Degree College Rajshahi | CGPA:4.4 out of 5 | 2004 | 2 Year |
| SSC | Business Studies | Hat Kanpara High School Rajshahi | CGPA:3.75 out of 5 | 2002 | 2 Year |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|------------------------------|-------|--------------------------|------------|----------|------|----------|
| BRAC Orintation Coruse | NGO | BRAC North BLC ,Dhaka | Bangladesh | Dhaka | 2014 | 5 days |

Professional Qualification:

| Certification | Institute | Location | From | To |
|---------------|-----------|----------|-------------------|---------------------|
| NGO | BRAC | Hobigonj | April 20, 2014 | October 31, 2014 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Marketing/Sales, NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : BPO/ Data Entry Firm, NGO, Tea Garden, Automobile,
 Types : Cement Industry, Brick

Specialization:

| Fields of Specialization |
|--|
| <ul style="list-style-type: none"> • Poverty Reduction • Social Advancement • Rural Development |

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------------|---------|---------|----------|
| Bangla&English | High | High | Medium |

Personal Details :

Father"s Name : Mahammad Ali
 Mother"s Name : Mos. Muslima Begum
 Date of Birth : April 15, 1987
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill. Gogonbaria. Post.Hatgodagari. P.S. Durgapur. Dist. Rajshahi
 Current Location : Habiganj

Reference (s):

| Reference: 01 | | Reference: 02 |
|---------------|---------------------------|----------------------|
| Name | : Md: Sakhawat Hossian | Eng.Md. Sainul Islam |
| Organization | : SBITOnlineCTC | Northan Power LTD. |
| Designation | : Diractor | Shift Incharge |
| Address | : Rajshahi | Paba, Rajshahi |
| Phone (Off.) | : | |
| Phone (Res.) | : 01723985148 | |
| Mobile | : 01919985148 | 01728-223321 |
| EMail | : sbitonlinectc@gmail.com | sainul.eee@gmail.com |
| Relation | : Professional | Academic |

