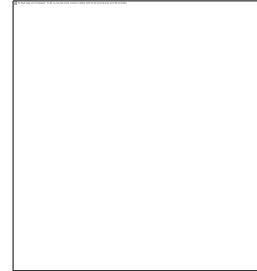


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **September 30, 2017**

## **Md. Shahariar Emad Iqbal**

Address: Flat No-4 C. 4th Floor. Orchid Palace. Staff Quarter Road. Thonthonia. Bogra  
Home Phone: 01765158777  
Office Phone :01918884438  
Mobile : 01842421742  
email:shahariar\_85@yahoo.com, shahariar@singerbd.com



### **Career Objective:**

To work in a challenging field so that, I can use my technical knowledge, skills and competency to encounter the ever-new business-problems and thereby make my position strong and praiseworthy in the organization

### **Special Qualification:**

Well Train up in Sales & Marketing and IFS Application Operation & ERP.  
I have Hardware A+ Training From New Horizon At Dhanmondi In Dhaka.Higher Diploma Engineer in Mobile.

### **Employment History:**

**Total Year of Experience : 8.4 Year(s)**

#### **1. District Manager ( December 1, 2014 - Continuing)**

##### **Singer Bangladesh Limited**

Company Location : Bogra

Department: Sales

##### **Duties/Responsibilities:**

1. Take care of all 'Singer Brand Shop' under assigned District.
2. Supervise Sales, Receivable & Collection.
3. Supervise Inventory Distribution process.
4. Making target plan for individuals branch and group to achieve the sales target.
5. Analyze District sales results and trends to achieve sale, increases and maximize sales.
6. Maintain a high level of customer service within the district through personal interactions with associates and customers by ensuring we are friendly.
7. Using available reports to identify trends, problems and growth opportunities.
8. Follow up all the sales and marketing promotional activities.
9. Developing action plans with Shop Managers to correct problems and oversee the implementation of company policies and procedures.
10. Responsible for preparing reports, supervision and monitoring of the Marketing activities.
11. Preparing reports regarding sales and others in the end of every working day/week/month.
12. Manage all marketing communication and marketing requirements through effective management of the marketing function.
13. Coordinate the annual strategic marketing planning and forecast.
14. Maintaining and implementing company initiatives such as compliance, marketing and loss prevention.
15. Resolving customer complaints as needed.
16. Supervise online reporting process by Singer Information System (SIS) at every branch in

District.

17. Arrange training and development for team.
18. Keep motivated existing team member & resolve conflicts.
19. Maintain high standards of merchandise placement, store signage, and proper display techniques to create an inviting place to shop as per company directives.
20. Develop mobile phone business of Symphony & Huawei under Singer umbrella. etc

2. **Support IT Assistant ( May 15, 2014 - November 30, 2014)**

**Singer Bangladesh Limited**

Company Location : House-5/B, Road-126, Gulshan-01, Dhaka

Department: Information Technology

**Duties/Responsibilities:**

1. General Monitoring in System
2. Nationally Support to keep smooth SIS.
3. New product introduce in IT Channel.
4. Product Pricing at IT Channel as per Management requirement.
5. Supervision as a part of General Administration.
6. Keep smooth communication with Marketing & Finance Department.
7. Give proper support to all Area IT Assist.
8. Management decision implement at SIS time to time.
9. Arrange IT Training.
10. Give training to Management people as per requirement. Etc.

3. **Area IT Assist. ( November 7, 2010 - May 15, 2014)**

**Singer Bangladesh Limited**

Company Location : Area Office. South Shurma, Sylhet

Department: Information Technology

**Duties/Responsibilities:**

1. IFS Application Operating.
2. ERP Implementation & troubleshooting in total Area North-East.
3. Hardware & software related problem solve.
4. Fully on-line based Shop Making.
5. On-line Reporting.
6. Check Shop Official Document.
7. Supervised all Shop in Area.

4. **Shop Manager-Assistant ( August 8, 2009 - November 6, 2010)**

**Singer Bangladesh Limited**

Company Location : Moulvibazar. Sylhet

Department: Sales & Marketing

**Duties/Responsibilities:**

1. Maintain All official Documentation,Accounts & Collection Sales.
2. Marketing. Branding & Advertisement.
3. Field Work.
4. Business Planing.
5. Target Achievement. Product Promotion, Maintain & Store Keeping.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
EMBA	Marketing	Sylhet International University, Sylhet	CGPA:3.06 out of 4	2013	18 Month	Certificat yet not received
Bachelor of	Commerce	National	Second	2009	3 years	-

Business Study		University	Class, Marks :55%			
HSC	Commerce	Moulvibazar Govt College	CGPA:3.7 out of 5	2004	2 years	-
SSC	Commerce	Moulvibazar Govt School	CGPA:4 out of 5	2002	Regular	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Structured Query Language (SQL)	SQL Plus and Oracle DB Introduction	IBCS Primax	Bangladesh	10/A, Dhanmondi. Dhaka	2014	40 Houre
A+	Hardware & Network	New Horizon	Bangladesh	Dhanmondi. Dhaka	2010	60 Hours(Customiz)

### **Professional Qualification:**

Certification	Institute	Location	From	To
ERP & IFS Software Training	Singer Bangladesh Limited	Gulshan. Dhaka	December 10, 2009	December 20, 2009
Diploma In Mobile Engineering	National Youth Dnevelopment Training Center (NYDTC)	Framgate. Dhaka	July 1, 2004	December 31, 2004

### **Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 51896
Expected Salary	: Tk. 20,000
Preferred Job Category	: IT/Telecommunication, Marketing/Sales
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Qatar, Thailand, United Kingdom, United States, Singapore
Preferred Organization Types	: Banks, Telecommunication, Manufacturing (FMCG), Wholesale, Retail Store, Govt./ Semi Govt./ Autonomous body, Buying House, Direct Selling/Marketing Service Company, Electronic Equipment/Home Appliances

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Advertising &amp; Promotion</li> <li>IT &amp; Software Marketing</li> <li>Distribution/Supply Chain Management</li> <li>FMCG Sales &amp; Marketing</li> <li>Retail Management</li> <li>Telecommunication Products &amp; Services</li> <li>Consumer Durables - Sales &amp;</li> </ul>	

Marketing	
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#### **Extra Curricular Activities:**

Higher Diploma Engeniar Of Mobile Technology National Youth Development Institute Farmgate. Dhaka

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Md. Iqbal Hussain Chowdhury  
 Mother's Name : Mazeda Qurashi  
 Date of Birth : June 20, 1986  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill- Narayenkhetro.P/O- Munshibazar.P/S- Komolgonj. Moulvibazar  
 Current Location : Bogra

#### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mutakabbir Ibne Kobir	Mohammad Ali
Organization	: Singer Bangladesh Limited	Platinum Suites Hotels
Designation	: Area Manager	Group General Manager
Address	: 805/B CDA AVENUE(3rd FLOOR). EAST NASIRABAD, CHITTAGONG	Banani. Dhaka
Phone (Off.)	: 031-610538	
Phone (Res.)	:	
Mobile	: 01713480553	01922110990
EMail	: mutakabbir@singerbd.com	mtinku@hotmail.com
Relation	: Relative	Relative