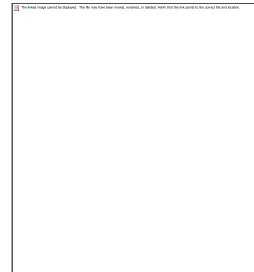


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 24, 2016**

Mohammad Masud Rana

Address: House.10/A Road.9 Mohammad Pur P.C Culture Housing Society.
Mobile : 01713423785,01914448695,01755647803
email:mrana127@gmail.com, rana@hatil.com.bd



Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me to achieve organizational goal.

Career Summary:

A sales management professional with five years experience in the Marketing & Sales Department . I have a proven track record of developing new business and motivating a team to consistently exceed targets. I have completed Masters of Business Administration and now seeking a new professional challenge.

Employment History:

Total Year of Experience : 8.9 Year(s)

1. Assistant Manager , Marketing & Sales (September 1, 2012 - Continuing)

HATIL

Company Location : 8 SHEWRAPARA ROKEYA SHARANI MIRPUR ,DHAKA

Department: Sales & Marketing

Duties/Responsibilities:

- Handle customer complains with care & patience. Provide quick support to the complaints. Take corrective actions on the complaints.
- Communicate with clients & give them feedback in time.
- Follow up delivery, & ensure better & prompt services.
- Ensure delivery of products in time against order.
- Conduct competitors analysis by visiting, collecting catalogs or by different activities.
- Keep notes of related information (customer inquiry, address, phone numbers, others) in the note book.
- Any other tasks as & when required / assigned by the top management
- Achieve Sales Target
- Achieve Collection Target

2. Junior Executive - Corporate Sales (February 10, 2010 - February 14, 2012)

Navana Group

Company Location : GULSHAN DHAKA

Department: Marketing & Sales

Duties/Responsibilities:

- Co-ordinate with customers for any clarifications required by the production on any order.
- Search new & potential customers. -Prepare weekly Program. -Achieve Monthly/Quarterly/Yearly

sales target
- Dealings With Existing Customers

3. **Sales Assistant , Retail & Corporate Sales (March 5, 2009 - February 9, 2010)**

Navana Group

Company Location : GULSHAN DHAKA

Department: Sales & Marketing

Duties/Responsibilities:

- Achieve Sales Target
- Achieve Collection Target
- Attend walking customers in Showroom/Corporate with perfect attention.
- Orders & Money Receipts by the demand of the customers. -Prepare Delivery Orders to the factory & follow up them

4. **Officer , Retail Sales (July 19, 2008 - March 1, 2009)**

Navana Group

Company Location : GULSHAN DHAKA

Department: Sales & Marketing

Duties/Responsibilities:

- Attend walking customers in Showroom/Corporate with perfect attention.
- Orders & Money Receipts by the demand of the customers.
- Achieve Sales Target
- Achieve Create Corporate Customers

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	European University of Bangladesh	CGPA:3.7 out of 4	2014	2012-2013
BBA	Human Resource Management	Northern University Bangladesh	CGPA:3.39 out of 4	2007	2003-2007
HSC	Business Studies	Dhaka State College	Second Division, Marks :59%	2002	2000-2001
SSC	Science	Badshah Faisal Institute	First Division, Marks :61%	2000	1998-1999

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Sharpening Corporate & Retail Selling Skills for Break Through Results	Corporate & Retail Selling Skills Development	Razib Ahmed , Manager ,Competence Development , HR Division , ROBI	Bangladesh	Gulshan	2012	3 Days
Fit for the Future	New Generation	Northern University Bangladesh	Bangladesh	Dhaka	2008	3-Day

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 38000
Expected Salary : Tk. 25,000
Preferred Job Category : Commercial/Supply Chain, HR/Org. Development
Preferred District : Anywhere in Bangladesh.
Preferred Country : Ireland, New Zealand, Australia
Preferred Organization Types : Banks, Trading or Export/Import, Multinational Companies, Garments, Buying House, Airline

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Advertising & Promotion• Brand Promotion• Business Development• Corporate Marketing• International/Export Marketing• Retail Management

Extra Curricular Activities:

Cordially related to various culture activities, Member Laknathpur Cricket Academy, Chuadanaga known as jagorony Cricket Chokro and prottasha Cricket Club, Chuadanaga.

Language Proficiency:

Language	Reading	Writing	Speaking
ENGLISH	High	High	High

Personal Details :

Father's Name : Abdul Momin
Mother's Name : Momtaz Begum
Date of Birth : January 1, 1983
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village.Laknathpur Police Station. Damurhuda Post Office.Darshana District. Chuadanga
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Mohammad Ekramol Islam	Mohammad Masudur Rahman
Organization	: Northern University Bangladesh	European University Bangladesh
Designation	: Assistant Professor	Assistant professor
Address	: H.54 R.4/A Dhanmondi,Dhaka-	Rupayan Shelford , Plot#23/6 Block# B

Phone (Off.)	1209	,Shymoli, Mirpur,Dhaka
Phone (Res.)	: 9667238-40	9133293
Mobile	:	
EMail	: 01720503084	01711704420
Relation	: meislam2000@yahoo.com	mm_rahman786@yahoo.com
	: Academic	Academic