

# Mohammed Sazzadur Rahman (Rafi)

## Professional Title (MIS & Telemarketing Advisor)

Administrative Assistant with 5 years of experience in juggling the schedule and travel plans of multiple executives. Adept in handling busy schedules and travel plans of 3 corporate executives, while juggling other general office administration duties. Can execute appointment management, writing corporate emails, and bookkeeping while meeting deadlines.

## Information and Address

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## SKILLS

Advanced knowledge of MS Excel (pivot tables, data visualization) Proficient in MS Access (creating and modifying databases, tables, queries and forms; reports)

Leadership - managed a team of 5 five agents who generated the most area wise.

Project Management.

Telemarketing Sales such as Life Insurance , Home Insurance and Met life.

## INTERESTS

Volunteer Work/Community Involvement

Learning Something New

## WORK EXPERIENCE

### Title/Position MIS

04/2014 – 10/2019

*Habiganj Samsung Mobile Bangladesh (SS Distribution) Achievements/Tasks*

Trained 3 Administrative Assistants in customer service and other office procedures.

Organized office transition from paper invoices to DMS and online invoicing.

Compile and analyze account information.

Documented financial transactions and recommend financial action.

### Title/Position Telemarketing Advisor

06/2019 – 12/2019

*Fusion Enterprise Group Achievements/Tasks*

It's Call Center i worked as a Telemarketing Advisor who sell Life Insurance and Home and Health Insurance Based in UK also i work as a Data Analysed.

## **EDUCATION**

### **Study Program Habiganj Technical School and Collage**

*01/2008 – 12/2012*

*3.83 Courses HSC*

### **Study Program MC College Sylhet**

*01/2019 – Present*

*Running Courses*

*BSS*

## **LANGUAGES**

*English Full Professional Proficiency*

*Hindi Professional Working Proficiency*

*Urdu Limited Working Proficiency*

## **PERSONAL PROJECTS**

**Team Management (04/2014 – 10/2019)**

*Managed a team of 5+ employees responsible for payroll while increasing efficiency in the Distributor by 12%.*

## **ORGANIZATIONS**

**SS Distribution(Samsung Mobile Under Excel Telecom PVT & FDL LTD.) (04/2014 – 10/2019) *Management Information System Officer***

**Fusion Enterprise Group (06/2019 – 12/2019) *Telemarketing Advisor***