

# ***MOHAMMAD FAHIM HOSSAN***

House -107, Vill- Sayad Nagor, DhakkhinKhan, Dhaka-1230.

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## **CAREER OBJECTIVES**

To building up a challenging career in an Organization that provides structured career advancement within the competitive and dynamic organizations environment and face challenging opportunities with extent Sincerity, Commitment, Self-Competency and hard work .

## **COMPETENCIES**

Have a great volition build up myself as perfect and prudent person in business area with honesty, sincerity and hard working capability. Also would like to have such position where I will be able to utilize my experience.

## **EDUCATION QUALIFICATION**

### **Master of Business Studies (M.B.S)**

Institution	: Govt. Titumir College
Group/Subject	: Accounting
GPA/Division	: 2 <sup>nd</sup> Class Average Marks 59%
Board/University	: National University
Year of Passing	: 2010

### **Bachelor of Business Studies (Horn's)**

Institution	: Govt. Titumir College
Group/Subject	: Accounting
GPA/Division	: 2 <sup>nd</sup> Class Average Marks 52%
Board/University	: National University
Year of Passing	: 2009

### **Higher Secondary School Certificate (H.S.C)**

Institution	: Adamjee Cantonment College
Group/Subject	: Business Studies
GPA/Division	: 4.20 out of 5.00
Board/University	: Dhaka
Year of Passing	: 2005

### **Secondary School Certificate (S.S.C)**

Institution	: Uttarkhan Union High School
Group/Subject	: Business Studies
GPA/Division	: 4.06 out of 5.00
Board/University	: Dhaka

## **PERSONAL INFORMATION**

Full Name : Mohammad Fahim Hossan  
Father's Name : Late Mohammad Abdul Aziz  
Mother's Name : Late Fajilat Begum  
Permanent Address : Vill: 107, Sayad Nagor, Post: Dhakkhinkhan  
P.S: Dhakkhinkhan, Dis: Dhaka-1230  
Date Of Birth : 20-04-1988  
Sex : Male  
Nationality : Bangladeshi (by birth)  
Religion : Islam  
Marital Status : Single  
Blood Group : "B" (+ve)  
Height : 5'5"  
National ID No : 865 802 2242

## **LANGUAGE LITERACY**

Well conversant and fluent in writing and oral communication in English and Bengali.

## **COMPUTER SKILL**

Microsoft Office & Internet Browsing.

## **EMPLOYMENTS HISTORY**

### **1. Corporate Sales Executive -REL, (March 11, 2019 - Present)**

#### **PRAN-RFL Group**

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

Visit to Corporate office, Factory Visit, Project Visit in a week. Discussion our all types Electronics & Electric products like as vision Led TV, Vision Refrigerator, AC, Fan, ABB circuit breaker, Click switch, socket etc. Also working to promotion item. Prepared price offer, Collect to work order/ purchase order, Prepared to DO against work order, Deliver timeline monitoring etc. Planning to Sales increase day by day. Relationship build up to Corporate clients. Continue communication to clients. Prepared monthly sales report. Prepared products wise sales report, Corporate clients visits monthly report etc.

### **2. Territory Sales Officer ( July 15, 2017 – Dec-31, 2018)**

#### **Samsung Electronics Bangladesh**

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

Daily market monitoring, Prepare daily Sales Reporting, Market intelligence reporting, Competitors sales reporting, Dealer sales reporting, Showroom display reporting, Showroom related issues reporting, Dealer feedback reporting, Time to time sales update reporting, weekly and monthly achievement reporting, Finding any other issue for outlet, After sales service reporting, Training for sales executive how to better sale and how to talk customers reporting, achievement reporting, Market observing, Every day monitoring outlet.

**3. Customers Care Representative** ( November 15, 2015 - February 5, 2017)

**Banglalink Digital Communications Ltd.**

Duties/Responsibilities:

Customer service over the phone, updated the customer new promotions offers, Solve the customers problems etc.

**4. Accounts Officer** ( April 16, 2014 - October 23, 2015)

**Stead Fast Knit Tex Ltd.**

Duties/Responsibilities:

Maintain daily petty cash, prepared and maintain daily accounts journal, Ledger and other record's detailing financial transactions, prepare cash & bank vouchers, cash book maintain, cash deposit and withdraw from the bank. Prepare accounts statements & salary sheet. Operating Tally software & other software related to accounting. All kinds of accounting related works.

**DECLARATION**

I do hereby declare that all the information provided above is true to the best of my knowledge & belief.

**Reference:**

1.  
Mahabub Alam  
British Council.  
Head of Customer Service & Sales.  
British Council , 5 Fuller Road,  
Dhaka-1000, Bangladesh.  
Mobile: +8801700703665.  
[mahabub.alam@britishcouncil.org](mailto:mahabub.alam@britishcouncil.org)

2.  
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Mohammad Fahim Hossan