



BAKUL CHANDRA DAS

CONTACT

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- Megna A/38 Mirzajangal, Sylhet

CORE SKILLS

- Strong communication and interpersonal skills
- Customer handling & relationship management
- Knowledge of mobile banking & retail financial services
- MS Word, MS Excel & email communication
- Documentation, record keeping & compliance awareness
- Team-oriented with ability to work under supervision

LANGUAGES

- Bengali (Fluent)
- English (Fluent)

EDUCATION

- BSS - Economics**
GOVT. MADAN MOHAN COLLEGE, SYLHET
2018 - 2019
- Higher Secondary Education**
BIBIANA MODEL COLLEGE, SUNAMGANJ
2016 - 2017
- Secondary Education**
SHYAMSUNDAR HIGH SCHOOL, SHALLA
2014 - 2015

CAREER SUMMARY:

I would to be in an organization where I can devote my self and make the most of my knowledge acquired from my education and get opportunity of future career development and serving the nation. To pursue a work by which I can serve by using my vision, positive, attitude, interpersonal relationship. Communication skill to take the challenges that will also ensure me the opportunity to grow by learning new skills and knowledge as well as develop your institution

PROFESSIONAL EXPERIENCE:

Field Officer – Mobile Banking Southeast Bank PLC | Sylhet

- Promoted Southeast Bank Mobile Banking services through direct customer interaction
- Assisted customers with account opening, app installation, and activation
- Explained features, benefits, and secure usage of mobile banking services
- Supported customer onboarding and KYC-related documentation
- Conducted field-level marketing and customer acquisition activities
- Maintained daily customer records and basic MIS reporting
- Followed up with customers to ensure active usage and service satisfaction
- Assisted in recovery and follow-up activities under supervision

ADDITIONAL INFORMATION

- Willing to work in both field and office-based assignments
- Comfortable working with dealers, customers, and sales teams
- Career-focused with strong work ethics and learning mindset

OTHER EXPERIENCE:

Sales Representative

PHARMA SOLUTIONS BANGLADESH LIMITED | SYLHET

2021 – 2023

3, Payra, Dorga Mohalla, Sylhet - 3100

- Conducted regular field visits to assigned areas to promote pharmaceutical products and maintain strong relationships with clients
- Interacted with diverse customers, understood their needs, and provided appropriate product information and support
- Achieved monthly sales targets through effective communication, persuasion, and follow-up
- Maintained daily sales records, customer data, and basic MIS reports
- Followed up on payments and outstanding dues under company guidelines
- Coordinated with team members and supervisors to ensure smooth sales operations
- Developed strong field discipline, reporting accuracy, and customer handling skills

KEY SKILLS GAINED:

- Field sales & customer relationship management
- Target-oriented work approach
- Payment follow-up & basic recovery support
- Communication, negotiation & interpersonal skills
- Documentation and reporting discipline

DECLARATION

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

PROFESSIONAL STRENGTHS:

- Field sales
- Customer visit
- Target achievement
- Payment follow-up
- Report submission

Signature