



Jakia Afrin

Outstanding Corporate Professional | Administration

Career Summary

An experienced smart working professional, having 7 years of full time job experience, with having expertise on general administration, record keeping, report generation, database management, sales operation analysis, distribution analysis, sales coordination and stakeholder management.

Job Experience

Senior Executive Sales (SAP) (Apr 2022 – Continue)
Nupami BD Limited- Porcelanosa Associate of Bangladesh

Core Function:

- Support sales & marketing operation
- Supervise daily sales/trade activities
- Prepare sales quotation, sales order, delivery challan & invoice
- Keep records of SAP Business in software
- Manage & maintain client payments
- Analyze product availability & demand
- Assist sales team through proper communication
- Manage warehouse and inventory
- Maintain proper documentation & submit reports

Sales Support Officer (Sep 2015 – Mar 2022)
Berger Paints Bangladesh Ltd.

Core Function:

- Assisted in sales operation
- Prepared sales invoices through SAP software
- Managed & maintained backend sales operation
- Taken order from customers
- Conducted financial dealing
- Prepared purchase order & requisition through SAP software
- Analyzed sales & distribution and prepared report accordingly

Achievement:

- Prepared & developed Customer Master Data, a strong & concrete database of all customers
- Rewarded as the Best Sales Support Officer in 2017
- Solely invoiced orders worth 2.13 crores in a single day, which is a record itself among all Sales Offices

Contact Info

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Objective

To be an outstanding corporate professional in any renowned local or multinational organization, preferably under administration department, and grow rapidly with increasing responsibilities.

Skills

- Communication
- Teamwork
- Time Presentation Skill
- Management
- Negotiation Skill
- Analytical Skill
- Adaptability
- Decision Making

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Expertise

- General Administration
- Record Keeping
- Report Generation
- Database Management
- Sales Operation Analysis
- Distribution Analysis
- Sales Coordination
- Stakeholder Management

Computer

- MS Word, Excel & PowerPoint
- SAP HANA S4
- SAP Business One

Language

- Bengali: Native
- English: Good Working Knowledge

Personal Info

Date of Birth: 01st September, 1991
Nationality: Bangladeshi

Academic Qualification

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|---|--------------------------------|
| • BSS in Political Science
National University | Second Division
Year: 2015 |
| • HSC in Science
Brahmanbaria Govt. College | 3.30 out of 5.00
Year: 2008 |
| • SSC in Science
Sabera Sobhan Govt. Girls High School | 3.69 out of 5.00
Year: 2006 |

Training Information

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|---|------------|
| • Communication Skill by Berger Paints
Duration: 01 Day | Year: 2017 |
| • Sales Data Analysis by Berger Paints
Duration: 02 Days | Year: 2016 |
| • Microsoft Excel: Tools & Techniques by Berger Paints
Duration: 06 Months | Year: 2015 |

Reference

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