

Applied For: **IT Executive (Sylhet)**

Last Updated : **July 26, 2018**

SUMON KANTI DEV

Address: Dhaka
Mobile : 01711277860
email:sumondev@gmail.com, sumondev@yahoo.com



Career Objective:

Challenging job where I will get the scope to utilize my potentiality and skills to do something innovative and from where I will be able to enhance my knowledge.

Career Summary:

To pursue a career in a dynamic organization where the environment will support me to utilize my knowledge and expertise for career development and to reach excellence through dedication, sincerity, and creativity.

Special Qualification:

Marketing & Sales

Employment History:

Total Year of Experience : 11.8 Year(s)

1. Manager (February 1, 2017 - Continuing)

BPPROPERTY.COM LTD

Company Location : Level-08, Lotus Kamal Tower 1, 57 Zoar Sahara, Nikunja 2, Dhaka-1229
Department: Sales

Duties/Responsibilities:

Manage day to day activities for a marketing department. Manage the allocation of team and financial resources to achieve advertising, marketing communications, production, event management, and public relations objectives over the short and long term. Driving the visual the look and marketing efforts; analyse the existing marketing programs and recommend changes and creative direction. Collaborating with internal clients (including participant strategy, sales, new business, client strategy and other internal OGL divisions) to align business objectives and sales goals with department activities and marketing solutions. Establish long term vision of the optimal marketing. Organization for a significant defined contribution service provider.

2. Manager, Sylhet Region Incharge (June 11, 2016 - January 31, 2017)

BPPROPERTY.COM LTD

Company Location : Level-08, Lotus Kamal Tower 1, 57 Zoar Sahara, Nikunja 2, Dhaka-1229
Department: Operation

Duties/Responsibilities:

As a City Manager for Bproperty, my goal is :

To handle city team and lead the city operation as per directions of the Head of Operations, Bproperty.

Prepare & present periodic reports on various operational issues.

Disburse the salary and maintain petty cash for city operation along with collecting revenue and transferring them through bank or proper channel jointly with the City Accounts Officer.

Close relationships with developers and landlords and 3rd parties to ensure steady scaling of operations.

Manage team KPIs (Key Performance Indicators) of the Data Collectors/ Mappers.

Managing any sort of crisis (both internal & external) to ensure smooth city operations.

Close tie ups with different Government and non-Government bodies like RAB, Police, WASA, DESCO, CDA/RAJUK and preferably with different local real estate companies.

Coordinating with internal teams such as Marketing, Sales, Customer Service, Public Relations.

Advanced knowledge of online advertising sales including targeted display across multiple platforms, search, social media, website development, video and analytic.

Effectively communicate with the Head Office on Dhaka.

Effectively handle and report any sort of discrepancies to Head office at Dhaka.

Ensure any sort of logistic support to city sales team.

3. Manager (July 11, 2010 - May 31, 2016)

Ocean Group

Company Location : Banani, Dhaka

Department: Marketing & Sales

Duties/Responsibilities:

Manage day to day activities for a marketing department.

Manage the allocation of team and financial resources to achieve advertising, marketing communications, production, event management, and public relations objectives over the short and long term.

Driving the visual the look and marketing efforts; analyse the existing marketing programs and recommend changes and creative direction.

Collaborating with internal clients (including participant strategy, sales, new business, client strategy and other internal OGL divisions) to align business objectives and sales goals with department activities and marketing solutions.

Establish long term vision of the optimal marketing. Organization for a significant defined contribution service provider.

4. Deputy Manager (February 15, 2009 - July 10, 2010)

Positive Properties & Developments Ltd.

Company Location : DOHS, Mohakhali

Department: Marketing & Sales

Duties/Responsibilities:

- Manage day to day activities for a marketing department.

- Manage the allocation of team and financial resources to achieve advertising, marketing communications, production, event management, and public relations objectives over the short and long term.

- Driving the visual the look and marketing efforts; analyse the existing marketing programs and recommend changes and creative direction.

- Collaborating with internal clients (including participant strategy, sales, new business, client strategy and other internal PPD divisions) to align business objectives and sales goals with department activities and marketing solutions.

- Establish long term vision of the optimal marketing. Organization for a significant defined contribution service provider.

5. Asst. Manager (March 1, 2007 - February 14, 2009)

Ocean City Ltd.

Company Location : Banani, Dhaka

Department: Marketing & Customer Relation

Duties/Responsibilities:

Preparing Marketing plan for the product, Training marketing people (on company and products), Supervising Customer Relationship Management, Guiding & Controlling Marketing Executive, Finding new client base, Generating new product idea, preparing proposal for customer, making arrangement for demonstration at customer site.

6. Sr. Executive (December 14, 2006 - February 28, 2007)

Maestro Group

Company Location : Agargaow, Dhaka

Department: Marketing & Call Center

Duties/Responsibilities:

Preparing Marketing plan for the product, Training marketing people (on company and products), Supervising Customer Relationship Management, Guiding & Controlling Marketing Executive, Finding new client base, Generating new product idea, preparing proposal for customer, making arrangement for demonstration at customer site.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master`s in Business Administration	Marketing	Asian University of Bangladesh	Enrolled	2014	02 years	-
B.Sc. (Engg) in Computer Science & Engg.	Computer Science	Asian University of Bangladesh	CGPA:3.52 out of 4	2004	04 Years	Engg
International Diploma in Computer Studies	Business in IT	DIIT		2005	01 Years	Information Technology
HSC	Science	Sunamgonj Govt. College, Sunamgonj	First Division, Marks :63%	1999	02 Years	Science
SSC	Science	Govt. Jubilee High School, Sunamgonj	First Division	1997	10 Years	Science

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Communication Skills, Customer Care and Occupational Health & Safety	Communication Skills, Customer Care and Occupational Health & Safety	Progresive Training Development & Consultants Associates (PTDCA)	Bangladesh	BRAC Learning Centre, Dhaka	2017	January 05, 2017

Career and Application Information:

Looking For : Mid Level Job

Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Commercial/Supply Chain, Marketing/Sales
 Preferred District : Dhaka, Sunamganj, Sylhet
 Preferred Organization Types : Wholesale, Airline, Direct Selling/Marketing Service Company, Real Estate, Group of Companies, Automobile

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Business Development Corporate Marketing Market Research 	1. Good project management and strong analytical skills. 2. Strong communication (both verbal and written) and interpersonal skills and should be a team player. 3. Able to work under pressure, independently and handle multi task. 4. Exception and time management and organization skills. 5. Sound knowledge has Sales and Marketing. 6. Sound knowledge has Information Technology.

Extra Curricular Activities:

Information Technology, Software, Sales and Marketing, Customer Support, Software Support.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	Medium
Sylheti	High	High	High

Personal Details :

Father's Name : Late. Subodh Chandra Dev
 Mother's Name : Madhabi Dev
 Date of Birth : August 4, 1981
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Hindu
 Permanent Address : Madhabi Kunja Niloy: 117/3/A, West Natun Para Sunamganj - 3000.
 Current Location : Dhaka

Reference (s):

Name : Biman Bhushan Das
 Organization : District Comission Office
 Designation : Sr. Officer
 Address : Sunamgonj
 Phone (Off.) :
 Phone (Res.) :
 Mobile : 01712100264
 EMail :

Relation : Relative