

COVER LETTER

Date: June 22, 2019

To
The Human Resource Manager.
Thousand Careers
Dhaka, Bangladesh

Subject: **Application for the post of Sales & Marketing Executive.**

Dear Sir,

In response to your Face book advertisement published on; I am writing for suitable positions of **Sales & Marketing Executive** with your Company .I have a particular interest in working for a Company.

I have completed my BBA from Marketing “Britannia University” I have excellent communication skill and hardworking, willing to work overtime, and the academic learning. I am fluent in speaking, reading, and writing in English. I am including Microsoft Word, Excel, and PowerPoint, networking and Graphic design.

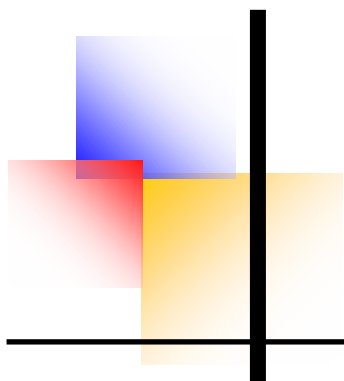
I do believe that if you favor me with an opportunity considering my academic background, my computer skill. I will work hard for the better satisfaction of your Company.

Sincerely

.....
(Md.Mahbub Alam)

Enclosures:

- CV
- Cover Letter



MD. MAHBUB ALAM

Poduwar Bazar, Cumilla

Cell No: 01871790843

Email: Mahbubalam01871790843@gmail.com

CAREER OBJECTIVE:

To gather Skills and experience through dedication, sincerity, creativity, hard work and also seek continuous self-improvement and sharing knowledge for professional career development.

Academic Qualifications:

Honors : B.B.A. (Bachelor of Business Administration)

Institute : Britannia University
Result/CGPA : 3.42 (out of 4.00)
Major : Marketing
Minor : HRM
Passing Year : 2018

H.S.C. (Higher Secondary Certificate)

Group : Business Studies
Passing Year : 2014
Result/GPA : 5.00 (out of 5.00)
Institute : Abeda Nur B, M Collage
Board : Dhaka

S.S.C. (Secondary School Certificate)

Group : Business Studies
Passing Year : 2012
Result/GPA : 4.42 (out of 5.00)
Institute : Chandina Pilot High School
Board : Dhaka

EXPERIENCE:

- Two year Experience in Marketing Manager of Himu buying House. (2017-2019)Running

LANGUAGE PROFICIENCY:

- 📖 Bangla : (Native).
- 📖 English: Fluent and effective in oral, reading & writing as an international language.
- 📖 Hindi : Fluent and effective in oral.

PERSONAL SKILLS:

- ✓ Self motivated
- ✓ Energetic
- ✓ Capable of working under stress
- ✓ On time, I will able to complete task
- ✓ Easily I can communicate with other and so on
- ✓ Willingness to learn

INTERESTS:

- | | |
|-------------------|-----------------------------------------|
| ➤ Travelling | ➤ Reading Historical & Inspiration Book |
| ➤ Playing Cricket | ➤ Research Activities |

EXTRA CARRICULAM ACTIVITIES:

- ✓ Class representative in marketing department
- ✓ Secretary at badhan (Willingly blood donators organization from 2015 to 2016)
- ✓ Participated young Entrepreneurs ‘Conference 2018 in English Olympiad
- ✓ Participated international Workshop on communication Skills 2018 in English Olympiad
- ✓ Participated Workshop on digital marketing in BU
- ✓ Arranged BU annual Tour as event manager
- ✓ Workshop on Enterprise Resource planning.
- ✓ Workshop on Wedding planning and corporate event or Social event.
- ✓ Research on “Changes in consumer buying behavior in Bangladesh: The scenario from psychological perspective”
- ✓ Research on “Digitalization of HR activities in organization and the use of Human Resource Information system”
- ✓ Research on “Effects of occupational status on women food buying and cooking behavior”
- ✓ Research on “Sustainable Development of the Mobile Phone Telecommunication Industry of Bangladesh: An Integrated Marketing Approach”
- ✓ Brand valuation indicator.
- ✓ Customer perceived value.
- ✓ Vice president at Business Club.

PERSONAL DETAILS:

Father's Name : Md.Nurul Islam
Mother's Name : Mrs.Beauty Akter
Permanent Address : Vill: Harong, P, O: Chandina, P, S: Chandina, Cumilla.
Date of Birth : 04.01.1996
Height : 5ft10"
Gender : Male
Marital Status : Single
Nationality :Bangladeshi
National ID No. :19971918786000010

References:

Name: Mamun Khan	Name: Nurul Islam
Lecturer: Abeda Nur B,M Collage	Lecturer: Chandina Radwan Ahmed
Mobile: 01852388837	Collage
E-mail: Mamun.khan.mk2oo@gmail.com	Mobile: 01686515453
	E-mail: Nurulislam@gmail.com

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Signature

(MD. Mahbub Alam)