

Ajmiri Asheqin Shuptty

Sr. Executive, Business Development

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📍 West Shewrapara, Mirpur, Dhaka-1216, Bangladesh



Career Objective

Utilizing my diverse skills, passion for learning, and adaptability, I strive to contribute effectively in a dynamic, innovative environment that values creativity and collaboration. With a focus on personal and professional growth, I aspire to advance within a reputed organization, embracing greater responsibilities and contributing to its continued success.

Experience

ASK Trade & Exhibition Pvt. Ltd.

June 2022- Present

Sr. Executive, Business Development

- Managing projects, ensuring smooth execution and timely delivery.
- Driving sales processes, converting leads into customers, and achieving revenue targets.
- Managing client accounts, overseeing their needs, and providing ongoing support to drive long-term satisfaction and loyalty.
- Conducting thorough market research to identify trends and opportunities.
- Organizing and facilitating effective meetings to drive collaboration and decision-making.
- Fostering strong relationships with clients and team members, promoting trust and cooperation.
- Cold calling to generate leads and expand business opportunities.
- Negotiating to achieve mutually beneficial outcomes.
- Analyzing data to derive insights and inform strategic decision-making.

Taskeater

May 2019- November 2019

Analyst

- Ensuring accurate and efficient input of information, maintaining data integrity and supporting timely analysis and decision-making.
- Managing and reviews content according to established guidelines, maintaining quality and compliance standards to uphold brand reputation and user experience.
- Organizing and labels content with relevant tags or keywords, facilitating easy retrieval and categorization for improved searchability and organization.
- Classifying content into appropriate categories or groups, enhancing organization and accessibility for users and team members.
- Contributing with skills in the best possible way so that the team achieves the agreed delivery in a professional.

Internship

Banolata Refractory Ltd., sister concern of New Zealand Dairymilk

November 2017- February 2018

Intern- HR (Salary & Compensation)

- Keeping records of employees, workers and their salaries.
- Communicate with prospective candidates.
- Bonus, incentives distribution list.
- ID card management, building employee profile and picture management.
- Assist HR Manager, documentation & filing, and preparing reports.
- Attending phone calls & announcing important notice.

Education

- **Bachelor of Business Administration (BBA)** *Fall 2017 – 2018*
Major in Human Resource Management
American International University – Bangladesh (AIUB)
CGPA: 3.07
- **Higher Secondary Certificate (H.S.C)** *2013*
BAF Shaheen Collage, Tejgaon, Dhaka-1206
GPA 4.50 out of 5.00
Business Studies, Dhaka Board
- **Secondary School Certificate (S.S.C)** *2011*
Chiriakhana- Botanical High School, Dhaka-1216
GPA 4.38 out of 5.00
Business Studies, Dhaka Board

Co-curriculars

- **Worked as a Team Member.**
Event: AIUB HR Fiesta
Date: 29/03/2017
- **Health & Safety Audit at AIUB**

Languages

- Bangla
- English
- Hindi

Skills

- Sales
- Client Relationship
- Management
- Negotiation
- Lead Generation
- Networking
- Presentation Skills
- Account Management
- Proposal and Pitch Preparation
- Communication
- Skill Problem-Solving
- Team Collaboration
- Project Management
- Adaptability
- Data Entry
- Content Moderation
- Tagging
- Categorization

References

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