

SHAKHAWAT HOSSAIN TOPU



Career Objective

To continue my career with an organization that will utilize my Management, Supervision & Administrative skills to benefit mutual growth and success. Where I can integrate my knowledge and skills. I am preparing for any challenging job.

Area of Expertise

- Sales & Marketing
- Business Development
- Corporate Sales
- FMCG Sales & Marketing
- Online Sales
- Area/Territory Marketing
- Business Communication
- Customer Relationship
- Administration

Personal Attributes

- The ability to motivate and lead a team.
- Perseverance
- Organized
- Integrity
- Time management
- Resourceful
- Quick learning
- Initiative and enthusiasm
- Self-motivated
- Interpersonal skill

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Career Summary

5 years' experience in the field of Sales, Marketing & Business Development, Administration, Customer Relationship. My next challenge and desire is to work at mid-management level at highly growing industries with the profitability return ability & sustainability with high dignity of the position.

Work Experiences

GIANT GROUP

Position: Executive, Sales & Business Development

Duration: From January, 2019 to Present.

Duties/Responsibilities:

- Communicating with the clients & providing them superior.
- Contribute to the development of/recommend new ideas in the administration process development.
- Prepare reports for any consumer & trade promotion programs undertaken.
- Maintain sufficient coordination with all departments of the company to ensure smooth functioning of sales activity.
- Assist the reporting head in comprehensive area/region wise sales analysis and Reporting Record, update and report all sales team data, distribution/distributors' status and location reports.
- Improving and/or recommending effective standard operating procedures (SOP)s to maximize sales and minimize costs.
- Tracking Product flow and determining the sales pattern.
- Arranging the effective distribution of marketing materials.
- Helping with marketing plans, advertising, direct marketing and Campaigns.

GRAMEENPHONE LIMITED

Position: Customer Service Manager

Duration: From May, 2013 to April, 2016.

Duties/Responsibilities:

- Fulfill customer queries with information provided by the company management.
- Perform with team and ensuring the fulfillment of the team target.
- Keeping the insights from different levels of consumers and pass it to the concern authority.
- Fulfilling various KPI including sales, accuracy and troubleshooting.
- Maintained relationships with clients by providing support, information and guidance.

Technical Skills

- MS Word
- MS Excel
- MS PowerPoint

Languages Skill

- Native proficiency in Bengali.
- Working proficiency in English.

References

Md. Ziaul Haq Shapon

Brigadier General,
Bangladesh Army.

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Md. Faisal Imtiaz Khan

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Robi Axiata Limited.

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Educational Qualifications

 Masters of Business Administration (MBA)	2018
Institution : American International University-Bangladesh (AIUB)	
Subject : Marketing	
Result : CGPA 3.29 (Out of 4.00)	
 Bachelor of Business Administration (BBA)	2016
Institution : American International University-Bangladesh (AIUB)	
Subject : Marketing	
Result : CGPA 2.75 (Out of 4.00)	
 Higher Secondary Certificate (HSC)	2011
Institute : Dhaka Commerce College, Dhaka.	
Group : Business Studies	
Result : GPA 4.00 (Out of 5.00)	
 Secondary School Certificate (SSC)	2009
Institute : Feni Govt. Pilot High School, Feni.	
Group : Business Studies	
Result : GPA 4.25 (Out of 5.00)	

Training Summary

Training Title: Basic Training on Banking

Topic: Maintaining Customer Relationship

Institute: United Commercial Bank Ltd.

Location: Khilkhhet Branch, Dhaka

Year: 2016

Duration: 03 Months

Career and Application Details

Looking for: Mid-Level Job.

Available for: Full time.

Present Salary: Tk.25000

Preferred Job Category: Marketing/Sales, Media/Advertisement/Event Management, Bank/Non-Bank Financial Institution.

Preferred District: Anywhere in Bangladesh.

Personal Details

Home Town: Feni

Date of Birth: May 15, 1993

National ID No.: 9557619856

Passport No.: BX 0337353