

RESUME OF

Mohammad Tanvir Ahmed



OBJECTIVE

A personable, charismatic and efficient professional, who is able to bring an assortment of knowledge and skills to every area of a business, I have a track record of over achieving, and I am someone who is deeply passionate about sales and marketing. I have the ability to understand big picture concepts and to dive into the detail needed to implement them. Possessing broad technical knowledge of the latest marketing methodologies. I am more than able to create customer focused win-win initiatives. Right now I am looking for a suitable position with a company where I will be surrounded by like-minded individuals who strive to break records and deliver excellence.

MAIN ACHIEVEMENT

- ✓ **1.3 Years' experience:** 05 above valuable Corporate clients, B2B, B2C Marketing, Operation, & Customer Relationship Management, Business Development, Demand Planning.
- ✓ Proficient in a range of applications, including Word, Advance Excel, PowerPoint.
- ✓ Known for honesty, integrity, dedication & friendliness.
- ✓ 03 Months experience of Distribution channel

PROFESSIONAL EXPERIENCE (1.3 years*)

2013
August to
October
2014

Executive, Client Service – (Corporate Sales) Biz Communication

- Identified new clients regularly by using resources such as business directories, internet browsing, followed up leads from existing clients.
- Visit existing and potential clients, follow up status, update with new products and additional features of existing products.
- Maintain and develop Key Accounts and new customers through appropriate propositions, and relevant internal liaison, to optimize quality of service, business growth, and customer's satisfaction.
- Respond to and follow up sales enquiries using appropriate instructions.
- Monitor and report on market and competitor activities and provide relevant reports and information to the Head of the department.
- Prepared sales proposals, estimated prices, credit terms, warranties and delivery dates.
- Provides timely feedback to the line manager, head of the department regarding self-performance & customer complaints.
- Perform such other duties as may be assigned from time to time by the management.

Achievement:

- Achieving high value clients like **Orion Pharma, NOKIA, Oponin pharmaceuticals, Deshi Dosh, Novo Nordisk, Kohinoor Chemical, Holcim, Eskayef Pharmaceuticals Limited, Bashundhara Group** etc.
- Delivered quality service and ensured 90.1% customer retention
- Direct customer support.

CONTACT

Mobile: +88-01712238105
Home phone: +88-01914626730
Email: tanviraiub09@gmail.com
 tanvir.jnu2016@yahoo.com
Address:
 House: 04, Road: 06, ShialBari, Rupnagar
 R/A, Mirpur-2, Dhaka-1216.

PERSONAL

Date of Birth: 08-10-1991
Sex: Male
Nationality: Bangladeshi
NID: 19911015413000354
Relationship Status: Married
Height: 5 feet 5 inches
Father Name: Md. Mozammel Haque
Mother Name: Parvin Akter
Permanent Address:
 Vill-Kawras (South Para), PO-Kazipara, P/S-
 Kahaloo, UPZ-Kahaloo, DIST-Bogra.

LANGUAGE

Bengali (Native): ① ② ③ ④ ⑤
English: ① ② ③ ④ ⑤
Hindi: ① ② ③ ④ ⑤

COMPUTER SKILLS

MS Office: ① ② ③ ④ ⑤
MS Word: ① ② ③ ④ ⑤
MS Excel (Advanced): ① ② ③ ④ ⑤
MS Power Point: ① ② ③ ④ ⑤

EDUCATION:

2018	Master of Business Administration (MBA-Evening) Accounting and Information Systems (AIS) 3.10/4.00, Jagannath University
2013	Bachelor of Business Administration (BBA) Marketing 3.14/4.00, American International University-Bangladesh (AIUB)
2008	Higher Secondary Certificate (HSC) Business Studies 5.00/5.00, Dhaka Commerce College
2006	Secondary School Certificate (SSC) Business Studies 4.06/5.00, West End High School

Name	: Dr. Leyaket Hossain Mahmood	Redwan Salam
Organization	: Jagannath University	American International University-Bangladesh(AIUB)
Designation	: Associate Professor	Assistant Professor
Phone (Off.)	: +88-01716033441	+88-01912071105
Relation	: Academic	Academic

SOFT SKILLS

Communication: ① ② ③ ④ ⑤
 Team Working: ① ② ③ ④ ⑤
 Organization: ① ② ③ ④ ⑤
 Problem Solving: ① ② ③ ④ ⑤
 Responsibility: ① ② ③ ④ ⑤
 Loyalty: ① ② ③ ④ ⑤

PROFESSIONALISM

Empathy: ① ② ③ ④ ⑤
 Negotiation: ① ② ③ ④ ⑤
 Leadership: ① ② ③ ④ ⑤
 Ownership: ① ② ③ ④ ⑤

EXPERTISE

Sales Administration: ① ② ③ ④ ⑤
 Customer Relationship Management: ① ② ③ ④ ⑤
 Market Analysis: ① ② ③ ④ ⑤
 Target Analysis: ① ② ③ ④ ⑤
 Offer & Pricing: ① ② ③ ④ ⑤
 Business Management: ① ② ③ ④ ⑤

HOBBIES

Singing, Traveling, Playing Cricket.

SOCIAL



LinkedIn:

[https://www.linkedin.com/in/t](https://www.linkedin.com/in/tanvir-ahmed-8a54a3148)

[anvir-ahmed-8a54a3148](https://www.linkedin.com/in/tanvir-ahmed-8a54a3148)

CERTIFICATES/ TRANSCRIPTS /

REFERENCES/ ANY RELEVANT

DOCUMENTS: Available immediately