

SANJANA SAMIRA

Flat: A6
116 Boro Moghbazar, Kazi Office Lane,
Shantinagr TSO, Ramna, Dhaka 1217

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PERSONAL PROFILE:

To build up a challenging and radiant career, as well as give the best effort to increase organization performance and attain professional position through hard work, on the job learning and apply concepts, methods to achieve organizational objective.

EXPERIENCES: 1.

Reve Chat

Designation: Deputy Manager, Sales.

Duration: 15th September 2021 to till now

Job Responsibilities:

- Scale & Optimize online Lead Generation & Branding Campaigns
- Daily, weekly and monthly reporting & analysis of campaign
- List out enterprise level client, Prepare manual and share
- Advance Email and Phone communication
- Collaboration and negotiation
- Make proper sort out of the list and Price implementation
- Delivery and after sales communication
- Proper pricing according to requirement and Documentation

2.

Reve Systems Ltd.

Designation: Senior Team Leader, Customer Care.

Duration: 15th June 2013 to 14th September 2021

Job Responsibilities:

- Maintain team consists of 6 people.
- Prepare duty schedule
- Recruit new Candidates, train, manage, and motivate executives
- Train newly joined employee.
- Regular or Ad-hoc reporting as per requirement.
- First level technical solution through Linux.
- Live chat. (Channel- Business What's App, Skype, Support Portal)
- Install Switch, Byte saver, Balance Module, Create down-load links
- Potential Client Search and communicate accordingly
- Sales Lead forward and documentation
- Encourage existing client for new products
{Note- All technical task is done by Linux OS}

3.

E & A Construction

Designation: Communication Executive.

Duration: 7th July 2012 to 30th April 2013.

Job Responsibilities:

- Sourcing and Costing
- Recruiting
- International Relating
- Presentation Etc.

4.

Exim Bank Ltd.

Intern

Branch Location: Eskaton Branch

Duration: 5th January 2012 to 30th April 2012

EDUCATIONAL QUALIFICATIONS:

2016 Masters of Business Administration (MBA)

Major: Human Resource Management.

Stamford University Bangladesh

CGPA- 3.57 out of 4.00

2012 Bachelor of Business Administration (BBA)

Major: Marketing

American International University of Bangladesh (AIUB)

CGPA- 3.39 out of 4.00

2007 Higher Secondary Certificates (HSC)

Viqarunnisa Noon Collage.

Dhaka Board, Humanities Group. (Grade-4.60 Out of 5.00)

2005 Secondary School Certificates (SSC)

Viqarunnisa Noon School

Dhaka Board, Humanities Group. (Grade-4.50 Out of 5.00)

COMPUTER SKILLS:

Microsoft Office 2010 – Word, Excel and Power point

EXTRACURRICULAR ACTIVITIES:

Awarded as best worker in Daily Star Viqarunnisa Noon Debating Club 5th Inter School, Inter Club and 2nd Children Debate Championship 2006.

INTERESTS:

Reading, Cooking

LANGUAGE PROFICIENCY:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	Medium	Medium

PERSONAL DETAILS:

Father's name : Shahrukh Alam

Mother's name : Ismat Ara Alam

Date of Birth : October 14, 1990

Place of Birth : Dhaka

Nationality : Bangladeshi (by birth)

Religion : Islam

Marital status : Married

Permanent address : Flat: A6

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Shantinagor TSO, Ramna, Dhaka 1217

REFERENCES:

Zamal Mahmood Siddiq

Brigadier General

Bangladesh Army

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Md. Zakir Hossain

Head of Software Support

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I, hereby declare that all the information stated above is correct and complete.
Sanjana Samira