**Curriculum Vita**

**Of**

**MD. ISMAILMUNSHI**

Present Address:

34, Water Wax road Dalpotti,

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**CAREER OBJECTIVE**

To develop a career, where leadership skills, creativity, sincerity will be appreciated as well as a challenging position which allow professional growth with an opportunity to excel.

**WHY ME.**

To me, hardworking and devotion are two keys to build a successful career. As I believe myself to be an enthusiastic and result-oriented achiever, I always prefer working for a challenging career. I also always try to develop myself. My key strengths, in this regard are my knowledge with educational background honestly and integrity which I possess.

**EMPLOYMENT HISTORY**

* Company Name **: Regency Packaging Ltd.(A Garment Accessories Company)**
* Position : Customer Service Executive.
* Duration : (From 03 April 2017 To Continue)
* Location : SFB # 7 (Ground Floor-Wests), DEPZ Extension Area, Ganakbari, Savar, Dhaka-1349, Bangladesh.

* ***Duties/Responsibilities:***  
  To maintain liaison with different buying House like GAP,CUBAS,M&S,WOW,NEXT,BICBOK,POINT-ZERO,DRESSMAN.  
  To maintain the relationship with existing clients.  
  To follow-up some commercial works like L/C, UD, Party Document, etc.  
  To follow-up the day to day operations as per order.  
  To corresponding mail communications with External & internal clients.  
  To coordinate with the sales team and achieve the sales target which is setup by management.   
  To frequently visit at the clients premises.  
  Prepare the quotation and submit it to the clients.  
  To forecast the monthly sales and it implement as per sales plan.   
  To maintain or update the data base of the clients.
* Company Name **: Next Accessories Limited(A Garment Accessories Company)**
* Position : Executive Marketing& Customer Service Executive.
* Duration : (From 14 March 2014 To 31 march 2017)
* Location : Shawghat, Bhulta, Rupganj, Narayangonj-1462,.
* ***Duties/Responsibilities:***  
  To maintain liaison with different buying House like H & M.  
  To hunts the new clients.   
  To maintain the relationship with existing clients.  
  To follow-up some commercial works like L/C, UD, Party Document, etc.  
  To follow-up the day to day operations as per order.  
  To corresponding mail communications with External & internal clients.  
  To coordinate with the sales team and achieve the sales target which is setup by management.   
  To frequently visit at the clients premises.  
  Prepare the quotation and submit it to the clients.  
  To forecast the monthly sales and it implement as per sales plan.   
  To maintain or update the data base of the clients.
* Organization : **Dekko Foods Ltd**.
* Designation : Sales Promotional Officer (SPO)
* Experience : 01/01/2012 to 28/02/2013
* Address : Lalbagh, Dhaka.
* ***Duties/Responsibilities:***

To hunts the new clients

To follow-up the day to day operations as per order.

To coordinate with the sales team and achieve the sales target which is setup.

To frequently visit at the clients premises.  
Prepare the quotation and submit it to the clients.  
To forecast the monthly sales and it implement as per sales plan.   
To maintain or update the data base of the clients.

**EDUCATIONAL QUALIFICATION**

**ExecutiveMaster of Business Administration (EMBA)**

Result **:** Running

Institution **:** Independents University, Bangladesh (IUB)

Major **:** Marketing

Year of Passing **:** 2017

**Bachelor of Business Administration (BBA)**

CGPA **:** **3.16** (4.00 Scale)

Institution **:** Darul Ihsan University

Major  **:** Accounting

Year of Passing **:** 2012

**Higher Secondary Certificate (HSC)**

Result  **:** **3.50**(5.00 Scale)

Institution **:** Govt.SohidShorewardy Collage

Group  **:** Commerce.

Year of Passing **:** 2007

Board  **:** Dhaka.

**Secondary School Certificate (SSC)**

Result  **:** **3.25**(5.00 scale)

Institution **:** Islamia High School

Group  **:** Commerce

Year of Passing **:** 2005

Board  **:** Dhaka.

**INTERNSHIP EXPERIENCE**

* Company Name  **:Dekko foods Limited -**Market survey and market research of pesticide market in Bangladesh.

**COMPUTER SKILLS**

* **Operating Systems:** Microsoft windows 98, Microsoft windows 2000, Microsoft windows XP, Microsoft windows 2007 & 2008.
* **Application Software:** Microsoft Office.
* **Hardware &Networking:** Setup , installation

**OTHER SKILLS**

* Good communication skills in English and Bengali, (Spoken and written).
* Capable in Teamwork, Self-motivated & Willing to take initiative.
* Good interpersonal and communication skills.
* Capable to adapt in any type of environment and hard working.
* Capable to build up relation with any status of people.
* Flexible, dependable and able to work under tight deadlines

**PERSONAL INFORMATION**

**Father’s Name**: Md. Abdul Jalil (Munshi)

**Mother’s Name**: Mrs. Rulia Begum

**Village:** 135/1, J.N. Shaha Road, Nobab gong Lalbagh, Dhaka-1211.

**P.O.:** Lalbagh,

**P.S.:** Lalbagh,

**Dist.:** Dhaka.

**Date of Birth:** 12th August 1989

**Sex:** Male

**Height:** 5′. 5″

**Blood Group:** A+

**Marital Status:** Unmarried

**Religion:** Islam (Sunni)

**Place of Birth:** Dhaka.

**Nationality:** Bangladeshi.

***National Id No:****2694265777699*.

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Md. PathumEmbuldeniya  GM Sales & Marketing  **Next Accessories Limited**.  Shawghat, Bhulta, Rupganj,  Narayangonj-1462  Cell: 01755588203 | 2. | Mr. HarunArrosid Managing director (MD) **Bornali Textile Ltd.**  Narayangonj-1462,  Mobile:+88 01711537012 |

**DECLARATION OF AUTHENTICATION**

I do hereby declare that all information presented here are true to my knowledge.

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Md.Ismail Munshi