



WORK EXPERIENCE





Md.khurshid alam k han

Date of birth: 01/01/1979

Gender: Male

CONTACT

 Bangabaria ,khan villa,
House#225, Post &
Dist.Naogaon,
6500 Naogaon zila,
Bangladesh **(Home)**

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 (+880) 1711051727

01/03/2015 – CURRENT 77, Motijheel C/A, BJA Bhaban,
Dhaka-1000, , Bangladesh

Sales and marketing division Voltex Battery
Manufacturing Com.Ltd.

Must have a strong understanding of Key Performance Indicators and how it pertains to the success of marketing activities

Must possess moderate Microsoft Office Suite skills, specifically Microsoft Excel for budget and forecast purposes, report creation, and data formatting

Prior experience in event planning and promotions is strongly preferred

Organizations at senior management level

Ability to absorb, understand and communicate strategy and value proposition and develop plans to build visibility and reputation across the region

A minimum of 8 years' in marketing, and / or sales experience within entertainment or any fast moving consumer goods (FMCG) industry

30/04/2012 – 01/01/2015 61 Dilkusha Commercial
Area,Dhaka-1000, Bangladesh

Assistant Officer (Cash) Mercantile Bank Limited

- Self-supported in computing systems
- Strong command of Excel and ease with digital platforms
- Ability to work in a team, excellent communication, and management skills
- Ability to work in a cross-functional environment
- Excellent organizational skills and stress management skills
- Excellent customer service

01/01/2011 – 31/01/2012 Dhaka, Bangladesh

Assistant Manager Alternator (For complet solution)

Assist the Retail Store Manager in planning and implementing strategies to attract customers

Coordinate daily customer service operations (e.g. sales processes, orders and payments)

Track the progress of weekly, monthly, quarterly and annual objectives

Monitor and maintain store inventory

Supervise and motivate staff to perform their best

Coach and support new and existing Sales Associates

Monitor retail operating costs, budgets and resources

02/12/2009 – 31/12/2010 Concord Tower,Suite 504(5th floor),113
Kazi Nazrul Islam Avenue,Dhaka-1000, Bangladesh

Assistant Secretary Canada Bangladesh Chamber of
Commerce And Industry

- Assisting the administrative department with clerical duties, such as organizing work schedules.
- Processing work orders, organizing invoices, and assisting admin staff with payroll.
- Performing office duties, such as answering phones, liaising with clients, or running errands.
- Scheduling management meetings, creating agendas, and attending meetings to record minutes.
- Compiling and distributing minutes of meetings to personnel.

- Managing daily office operations and maintaining an organized work environment.

23/10/2005 – 31/10/2009 Printers Building,Rajuk Avenue,Dhaka-1000, Bangladesh

Officer (Cash) Jamuna Bank Limited

Checking of cheque in all respect before making payment & Checking of deposit slip before receiving deposit from the client.
 Balance confirmation from computer before payment.
 Physical verification of computer debit/credit/balance of accounts.
 Verification of signature before payment. Signing on all receipt & payment Registered and Cash Deposit Slip with the teller.
 Preparation of Internal Control and Compliance (ICC) Report.
 Payment of foreign remittance to beneficiaries received through Money gram payments System, Placid NK Corporation, Raffles Exchange Ltd. Money link Ltd, Home link Remit Ltd.

15/12/2004 – 11/04/2005 SW(C)-14,Road No.7,Gulshan-1,Dhaka-1212, Bangladesh

Commercial Officer Magura Group

- Mastermind business growth strategies to help meet organizational goals and objectives
- Build and nurture client relationships in order to continue winning new contracts
- Attend networking events and build industry connections in order to facilitate business growth
- Ensure that the organization complies with contractual obligations as well as state and federal regulations
- Works with other department heads to determine company goals and KPIs
- Conduct market research to inform strategic business decisions
- Oversee branding and marketing endeavors to ensure all efforts are aligned with business goals
- Negotiate new projects and contract terms with new clients

EDUCATION AND TRAINING

01/01/2002 – 01/12/2006 Dhaka, Bangladesh

Master of Business Administration (MBA) Asian University of Bangladesh

Address Bangabandhu Road, Tongabari, Ashulia, Dhaka, Dhaka, Bangladesh | **Website** <https://aub.ac.bd/contact>

01/01/1998 – 16/08/2001 Gazipur, Bangladesh

Bachelor of Commerce (B.Com) National University, Bangladesh

Address Gazipur,Dhaka, Gazipur, Bangladesh | **Website** <https://www.nu.ac.bd/contact.php>

24/12/1998 Rajshahi, Bangladesh

Higher Secondary Certificate (H.S.C) Board of Intermediate & Secondary Education Rajshahi

Address Greater Rd, Rajshahi, Rajshahi, Bangladesh | **Website** <http://www.rajshahieducationboard.gov.bd/>

22/05/1994 Rajshahi, Bangladesh

Secondary School Certificate (S.S.C) Board of Intermediate & Secondary Education Rajshahi

Address Greater Rd, Rajshahi, Rajshahi, Bangladesh | **Website** <http://www.rajshahieducationboard.gov.bd>

07/09/2013 Dhaka, Bangladesh

Effective Promotional Skills For Customer Satisfaction Mercantile Bank Training Institute

Address 61 Dilkusha Commercial Area,Dhaka, Dhaka, Bangladesh | **Website** <https://www.mblbd.com/>

22/11/2014 Dhaka, Bangladesh

Positive Pay Instruction Mercantile Bank Training Institute

Address 61 Dilkusha Commercial Area,Dhaka, Dhaka, Bangladesh | **Website** <https://www.mblbd.com/>

13/01/2015 Dhaka, Bangladesh

prevention of Money Laundering & Terrorist Financing Mercantile Bank Training Institute

Address 61 Dilkusha Commercial Area, Dhaka, Dhaka, Bangladesh | **Website** <https://www.mblbd.com/>

Dhaka, Bangladesh

Financial Information Unit (FIU) of Bangladesh Bank Bangladesh Bank

Address PCGF+J7X, Dhaka, Dhaka, Bangladesh | **Website** <https://www.bb.org.bd/en/index.php>

LANGUAGE SKILLS

MOTHER TONGUE(S): Bengali

Other language(s):

English

Listening
B2

Reading
B2

Spoken production
B2

Spoken interaction
B2

Writing
B2

DIGITAL SKILLS

Microsoft Office | Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Social Media
| Instagram | Skype | Facebook | Zoom | Internet user | LinkedIn | Twitter

ADDITIONAL INFORMATION

Passport Details

02/11/2022 - CURRENT

A05400099