

MD.ATIKUR RAHMAN



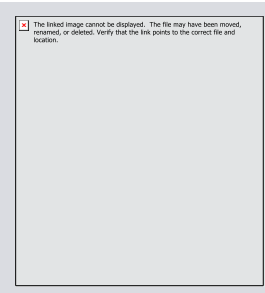
Village-Ramkandi Chalkkanu, Post-Aliarhat 5810, Thana-Shibganj, District-Bogura, Shibganj, Shibganj, Bogura 5810



01300219294



atikurrahman3167@gmail.com



Career Objective:

To work hard in an organization in Daily with full determination and dedication to achieve professional as well as personal

Career Summary:

Hard worker quick learner and ability to assume responsibility.

Work well under pressure as part of a team

Talented in problem solving

Having good experience in Microsoft Excel and word

Special Qualification:

- Medical promotion executive
- Familiar with scan document and send to email.
- Able to checkup document with reporting
- Can issuing money Receipt
- Able to reporting daily and monthly costs.
- Any other works and when required by manag

Employment History:

Total Year of Experience : 4.1 yrs

1. medical promotion executive (1.1 yrs)

(February, 2023 - Continuing)

beximco Pharmaceutical limited company

BEXIMCO GROUP 17, Dhanmondi R/A, Road No. 1 Dhaka 1205, Bangladesh

Area of Expertise

Medical Representative/ Promotion Officer (0.1 yr)

Duties/Responsibilities

Key responsibilities include:

- organising appointments and meetings with community, and hospital-based healthcare staff
- identifying and establishing new business
- negotiating contracts
- demonstrating or presenting products to healthcare staff including doctors, nurses and pharmacists.
- undertaking relevant research
- meeting both the business and scientific.
- needs of healthcare professionals

maintaining detailed records
attending and organising trade exhibitions, conferences and meetings
managing budgets.

reviewing sales performance
writing reports and other documents

2.sales executive (1.1 yrs)

(January, 2021 - January, 2022)

Olympic food and beverage Limited

Lolati, Kanchpur Union Parishad Sonargaon, Narayanganj Bangladesh

Area of Expertise

Marketing and Sales (1 yr)

Duties/Responsibilities

-meeting with clients virtually or during sales visits.BR-demonstrating and presenting products.BR-establishing new business.BR-maintaining accurate records.BR-attending trade exhibitions, conferences and meetings.BR-reviewing sales performance.BR-negotiating contracts and packages.BR-working towards monthly or annual targets.

3.sales and marketing executive (1.9 yrs)

(February, 2019 - December, 2020)

Healthy choice food and beverage limited company

Isabpur, Sreemongal-3210, Moulvibazar, Bangladesh

Area of Expertise

Sales and Marketing in consumer product (1.8 yrs)

Duties/Responsibilities

-Managing and developing marketing campaigns.Researching and analyzing data to identify and define audiences.- Conducting promotional activities.Organizing and distributing financial and statistical informationBR- Overseeing campaigns on social media.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Arts (BA)	Islamic history and culture	Syed Ahmed Degree College	CGPA:2.92 out of 4	2020	4	Good
HSC	humanities	mohasthan mahi sawar degree college bogura	CGPA:3.08 out of 5	2016	2	Good
SSC	science	Rokeya Sattar high school	CGPA:3.81 out of 5	2013	2	Good

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
welding	Welding is a fabrication or sculptural process that joins materials usually metals or thermoplastics by using high heat to	SEPA Self Employment Poverty Alleviation	Bangladesh	Bogura	2019	16-04-2019

	melt the parts together and allowing them to cool causing fusion.					
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Professional Qualification:

Certification	Institute	Location	From	To
Teaching	Sunrise coaching centre centre	Shantahar Rd, Bogra upo shohar	January 1, 2020	November 9, 2020

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales, Medical/Pharma, Showroom Assistant/Salesman, Delivery Man, Other Special Skilled Jobs
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Australia, Canada

Skill:

Fields of Skill	Description
<ul style="list-style-type: none"> • Communication in English • MS Word/ Excel/ PowerPoint/ OneNote • Sales & Marketing • Team Leadership • Front Desk Management • Receptionist Front Desk • Customer Support/ Client Service • SHOWROOM SALESMAN • Call Center Management • Motivations 	computer application with networking and hardware maintain 6 months (TTC)BOURA Microsoft Excel and MS Word ms excel and Access ms word/ excel/ powerpoint email communication data collection and entry able to send and receive emails.

Extra Curricular Activities:

customer Relation
 volunteer exposure coordinate 10 different program as a convener and developed institutional design 30 tema member
 I am self motivated, energetic, enthusiastic and ready to learn new thing Any other works and when required manage

Language Proficiency:

Language	Reading	Writing	Speaking
Bangl	High	High	High
English	High	High	Medium
hindi	Low	Low	Medium

Personal Details :

Father's Name : Md.Farid Uddin
 Mother's Name : Mst.Parvin Bibi

Date of Birth : November 20, 1997
Gender : Male
Height (Meter) : 0
Weight (Kg) : 0
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 7352780501
Religion : Islam
Permanent Address : Village-Ramkandi Chalkkanu,Post-Aliarhat 5810,Thana-Shibganj,District-Bogura,
Shibganj, Shibganj, Bogura 5810
Current Location : Bogura
Blood Group : O+
Disability ID : 7352780501

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md.Alfred Mahmud	md. Liton Islam
Organization	: Par Patayer Govt.Primary School	TMSS
Designation	: Assistance Teacher	zonal officer of micro credit and Finance
Address	: Shibgonj,Bogura	Bogura,Shibgonj
Phone (Off.)	: 01774614856	01730041608
Phone (Res.)	:	01785259103
Mobile	:	
E-Mail	:	
Relation	: Relative	Relative