

HABIBUR RAHMAN

SALES REPRESENTATIVE

CONTACT

+880 1736746462

itzhabibhr@gmail.com

Present Address: Daulatpur, Khulna.

Permanent Address: Aziznagar, Lama, Bandarban.

SKILLS

- Microsoft Office (Word, Excel, Power Point.)
- Problem Solving
- Fast typing in both English and Bangla
- Adobe Photoshop
- Time Management
- Professional Attitude
- Teamwork

LANGUAGES

- English – Intermediate proficiency
- Bangla –Native

REFERENCE

Nur Mohammad
Teacher
OhidPara Forkania Madrasha
Mobile: +880 1756389736



PROFILE

Motivated and hardworking professional with strong communication and customer service skills. Quick learner, eager to build a career in sales and marketing, committed to achieving sales targets and ensuring customer satisfaction.



WORK EXPERIENCE

COMPUTER ASSISTANT 2022-2023

Organization: Qariana Quran Society

- Responsibilities:**
- Communicated with customers via computer and mobile.
- Performed data entry, typing, and report creation.
- Managed printing, scanning, and other office tasks.
- Assisted with social media and online content management.

SALES & CUSTOMER COMMUNICATION EXECUTIVE 2023-2024

Organization: GMIT INSTITUTE

- Responsibilities:**
- Communicated with customers via mobile phone.
- Provided product information and promoted sales.
- Managed customer inquiries and orders via phone.



EDUCATION

Bachelor of Business Administration (2022- Present)

National University
Major: Marketing
Govt. Brajalal College, Khulna.

Higher Secondary Certificate (HSC)

BAKALIA GOVERNMENT COLLEGE
Major: Business Studies
Year of Passing : 2021
GPA: 4.76/5.00

Secondary School Certificate (SSC)

Chattagram Airport High School
Major: Business Studies
Year of Passing : 2019
GPA: 4.39/5.00