



# Nadira meher sales executive

## EDUCATION

- Bachelor of Business Administration (BBA) – Management
- 2nd Year (Ongoing)
- Patiya Government College, Chittagong

HIGHER SECONDARY CERTIFICATE (HSC)

COMMERCE GROUP | GPA: 4.94  
PATIYA GOVERNMENT COLLEGE,  
2022

## SKILLS

- Customer Communication & Inbox Sales Handling
- Basic Knowledge of Facebook Boosting & Targeting
- Facebook Page Management

## CARRER

### OBJECTIVE

- To grow as a skilled sales professional by helping businesses increase customer engagement and sales.

## CONTACT

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- 🌐 <https://www.facebook.com/profile.php?id=100092867247642>

## PROFILE INFO

I'm a dedicated Online Sales Executive with 2 years of experience in selling gadgets and fashion products on social media. I enjoy connecting with customers, creating simple and effective posts, and handling the full sales process from inbox to delivery. Currently, I'm studying BBA in Management to grow my knowledge in business and marketing.

## EXPERIENCE

### CUSTOMER COMMUNICATION & SALES

Online Sales Executive  
January 2023 – December 2024 |  
Handled customer inquiries and closed sales via Facebook inbox.

### ORDER PROCESSING & FOLLOW-UP

Processed orders accurately and ensured timely updates to customers. Followed up after delivery to ensure customer satisfaction and repeat orders.

### FACEBOOK PAGE ACTIVITY & POST HANDLING

Managed regular posting and updates on the business page. Helped present products attractively through posts and offers.

## ACHIVEMENT

- **15 September 2024**  
2nd Place Winner in an Online Content Writing Competition
- **page group, flatfrom**  
Business for a better Bangladesh and Etrail. Com bd flatfrom