

**RAKIB HASAN**

Sales Moderator | Online Sales Executive

■ 01600130492

■ rh8073273@gmail.com

■ Mohammadpur, Dhaka

CAREER OBJECTIVE

Goal-oriented and dedicated professional seeking a Sales Moderator / Online Sales Executive position to utilize communication skills, customer handling experience, and computer proficiency to support business growth.

WORK EXPERIENCE**Invoice Executive** (Almost 1 Year Experience)

- Preparing and managing sales invoices accurately
- Maintaining customer and sales records
- Data entry and reporting using MS Excel
- Coordinating with sales and delivery teams

SKILLS

- Customer communication & handling
- Fluent in Bengali & English
- Fast typing speed
- MS Word & MS Excel
- Online order processing & record management

EDUCATIONAL QUALIFICATIONS

HSC (Humanities) – GPA 4.25 | 2024

SSC (Humanities) – GPA 4.06 | 2022

PERSONAL INFORMATION

Father's Name: AB Momin

Mother's Name: Rashida Khatoon

Date of Birth: 04 January 2004

Marital Status: Married

Religion: Islam

Nationality: Bangladeshi

Blood Group: AB+