**TO**

Dear Sir/Madam,

I would like present myself, **Syed Mizanul Alam** a Bangladeshi national.

I am enclosing my curriculum vita for your kind perusal for a possible opening in your prestigious organization.

Should my qualification and experience meet your requirement, I am most willing to submit myself for an interview at your most convenient time.

Thank you for your consideration.

Respectfully yours,

**SYED MIZANUL ALAM**

*syedmizanulalam@yahoo.com*



Name: SYED MIZANUL ALAM

**Email: syedmizanulalam@yahoo.com**

# WhatsApp +971 555590747

**Objective:**

I am an approachable, motivated and confident Sales Executive with the ability to excel sales targets and make a real difference in the organization’s revenue generation. I have expert knowledge of the selling process and I fully recognize the human and emotional aspects of buying and selling. I possess strong social skills that enable me to be a strong relationship builder with clients, colleagues and third-party stakeholders.

**Experience Summary:**

**MACOMA GENERAL TRADING LLC.**

SANITARY & BUILDING MATERIALS SUPPLERS

(BRAND NAME-SINA, MUSA TANG & MACOMA)

**From-March 2017, Till Now, As Senior Sales Executive**

**Responsibilities:-**

* Making sales presentations to customers at fairs, shows, businesses and residences.
* Handling all relevant administrative aspects of sale, such as filling in order forms.
* Assisting clients in finding the products and services that are right for them.
* Quickly responding to any customer requests for information and prices.
* Confidently presenting the company’s products and services to customers.
* Planning & implementing marketing Activities across all online & offline channels.
* Exceptionally self-motivated and great ability to work on own initiative.
* Professional approach to Sales, keeps appointment, punctual And conducts meetings / presentation in a professional manner.

**050Telecom Industry & Authorizer Distributor from ETISALAT. U.A.E**

**From-August 2010 to October 2016, As Sales Supervisor**

**Responsibilities:-**

* Thorough knowledge of principles, techniques, and objectives of marketing, sales, and supervision.
* Remarkable ability to travel to sales meetings, conventions, and customer visits.
* Provided information to the customers by interacting with them.
* Provided telephonic as well as mail interaction to aware them of the products.
* Updated client’s database and made transactions for product sales.
* Sold new telecom product series to the regular clients.
* Trained new recruited sales executives to develop sales.
* Set target for these executive to accomplish.
* Improved sales by maximum output through strategic plans

**GASOLINE JEANS (USA BRANDED) Neel Kamal Group, Dubai U.A.E**

**From-April 2007 to 2009 May, As Branch In-Charge**

**Responsibilities:-**

* Attending and assisting customer need.
* Handles sales calls with regular customer of wholesale or retail.
* Meeting sales target and achieving goals.
* Providing quality business through effective communication.
* Check sales breakdown summary from discount promotion.
* Channel customer requests, complaints, suggestions & to manager.
* Updating records such as stock cards.
* Reporting to president & CEO.

**SKILLS:**

* Excellent customer relation skills
* Excellent interpersonal skills and ability to work with people of all ages and from different walks of life.
* Ability to work under pressure and also able to prioritize work to achieve targets and meet deadlines.
* Excellent organizational and administrative skills
* Ability to deal with various matters tactfully and sensitively and maintain information in the strictest and confidence.
* Ability to work in changing environments.
* Self-motivated. Innovative and hardworking.
* Excellent group communication and presentation skills.

**Training and seminars Attended**

**1st leadership training program (POWER) move pick** hotel**. Dubai. Octomber-2007**

* Human Resource Activities.
* New & holistic marketing initiatives.
* New strategy on to build customer loyalty.
* Master Brand Distribution opportunities.
* Focus on service, service, and service.

**Educational Qualifications:**

Bachelor of Arts: NANUPUR LAILA-KABIR DEGREE COLLEGE, UNDER C.T.G GOV. OF BANGALDESH

**Computer Skills:**

# Office Management: Ms- Offices (Word, Excel, PowerPoint) Internet, mail applications & knowledge installation of up to cable and termination.

**Personal Details:**

Father’s Name : Syed Monsrul Alam

Date of Birth : 20. May. 1982

Place of Birth : Chittagong.

Nationality : Bangladesh.

Marital Status : married

Languages Known : English, Arabic, Urdu, and Hindi & Bangla

**Passport Details:**

Passport number : AF 0968642

Place of Issue : Bangladesh

**Visa Status: - Own visa, (NOC Letter Available)**

**With U.A.E Experience More than 10 Years Driving License**

I hereby certify that all the information above is true and correct to the best of my knowledge and belief.

**SYED MIZANUL ALAM**

*syedmizanulalam@yahoo.com*