

# JUNAED SIDDIKI



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## OBJECTIVE

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Looking for a position in the services and financial sector, that satisfies my result-driven orientation and focus. My objective is to enrich and strengthen my knowledge; to broaden my horizons and be part of a diverse and talented work force that would contribute immensely to my own professional growth.

## EXPERIENCE

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**July 2021 to June23**

**RJM Footwearltd Bangladesh**

### **Sales & Marketing**

- To maintain professional relationship between buyer and manufacturer.
- To collect the PO (purchase order) from buyer.
- To prepare an order plan, according to the right time & place.
- To break down the order sheet.
- To prepare the order costing & price quoting.
- To set up internal order list.
- To monitor the sample according to the buyer requirement.
- To ensure buyer approval.
- To maintain product quality.
- To follow up shipment process.



**March 2019 to Dec 2020**

**Flavors, Bangladesh**

- Maintain, manage and monitor all customer related operational issues.
- Develop and execute branch sales strategies to maximize

revenues.

- Ensure coordination between sales, marketing, accounts and administrative departments.
- Ensure training to sales and marketing teams.
- Prepare financial statements for the head office.
- Prepare branch budget and submit to head office.

**Jan 2021 to June 2021**

**Chattagram,Bangladesh**



- Make own production plan by analyzing resources of Central Planning.
- Prepare production schedule as per buyer requirement.
- Follow up received & delivery status and prepare report as per plan to concern person.
- Follow up production floor and maintain required MIS.
- Work with capacity planning & facility layout.
- Prepare & submit monthly report.

#### **EDUCATION**

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**Oct 2020-Oct 2021 Port City International University  
Bangladesh.**

- M.B.A Masters of Business Administration

#### **OTHER PROFESSIONAL QUALIFICATIONS**

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- Computer Literate with applied hand-skills
- Proven ability to plan, manage, and motivate teams
- Solid written and spoken communication skills
- Good Financial background, with selling tactics knowledge
- Customer Centric

#### **PERSONAL INFORMATION**

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Place & Date of Birth: Chittagong,Bangladesh, Dec 01 1997

Nationality: Bangladeshi

Marital Status: Single

Languages: Fluent in English,Bangla & Basic in Hindi.

## REFERENCES

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To be furnished upon request