

Mohammad Rashed

Professional Summary

As an accomplished professional with expertise in sales operations, marketing, customer relationship management, negotiation, creative thinking, presentation, time management, and communication, I am actively seeking an entry-level position with a renowned organization. I am eager to contribute my skills and dedication to a dynamic team, embrace new challenges, and grow rapidly while taking on increasing responsibilities.

Education

BA (Hons) in Arts University of Chittagong	Passing Year: 2020 3.28 out of 4.00
Higher Secondary Certificate (HSC) Chittagong University College, Chittagong	Passing Year: 2015 4.00 out of 5.00
Secondary School Certificate (SSC) Fatehpur M/L High School, Chittagong, Bangladesh	Passing Year: 2013 3.94 out of 5.00

Working Experience

- Accounts Manager** (Present)
Organization: Al Mughaider Turning and Engineering Workshop
Core functions:
- Investigated collected research data
 - Checked data authentication
- Assistant Salesman** (June 2021 – Jan 2022)
Organization: Aarong Bangladesh Clothing Outlet
Core Functions:
- Managed and developed marketing campaigns
 - Analyzed data to identify and define audiences
 - Conducted promotional activities
- IT Officer** (Aug 2017 – Feb 2020)
Organization: Grameen Phone
Core Functions:
- Conducted sales operation
 - Kept a strong database of Valuable customers
 - Solved customer's complaints
 - Documentation & reporting

Skills

- Advance MS Excel Proficiency with excellent knowledge in MS Office
- Good Knowledge of Mobile Phones and Computers
- Adobe Photoshop
- Good Knowledge of Windows and JAVA
- Accounting Software



Contact Info

- +971-542217308
- mdraashid2019@gmail.com
- Industrial Area 3, Sharjah, United Arab Emirates.
- Visa: Employment Visa
- Passport No: A01531813
- Passport Expiry Date: 26/02/2033

Core Qualifications

- Sales Operation
- Marketing
- Customer Relationship Management
- Customer Service
- Negotiation Skill
- Creative Thinking
- Presentation Skill
- Communication Skill

Computer

- MS Word
- MS Excel
- MS PowerPoint

Language

- Bengali: Native & Bilingual
- English: Good Proficiency
- Arabic: Good Proficiency
- Urdu/ Hindi: Good Proficiency

Personal Info

- Birth: 01-01-1997
- Nationality: Bangladeshi