



Sahnewaz Nishat

Junior Accountant

To obtain a position as Customer Service to provide patrons with a positive experience and develop communication, problem-solving, and leadership skills.

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EDUCATION

Master's of Business Administration

National University, Bangladesh

02/2018 - 12/2020

CGPA 3.09 out of 4.00

Courses

- Management

Bachelor of Business Studies

National university, Bangladesh

12/2013 - 10/2017

CGPA 2.85 out of 4.00

Courses

- Accounting

WORK EXPERIENCE

Sales Manager

SSA Travel And Tourism L.L.C

12/2023 - Present

Dubai, United Arab Emirates

Achievements/Tasks

- Provide information to customers regarding services.
- Maintain customer database and records.
- Data entry and database management.

Key Account Manager

Daraz Online Shopping

02/2021 - 12/2022

Chattogram Bangladesh

Daraz is Bangladesh's largest online shop

Achievements/Tasks

- Acquire a thorough understanding of key customer needs and requirements.
- Ensure the correct products and services are delivered to customers in a timely manner.
- Serve as the link of communication between key customers and internal teams.

Account Executive

Skill University

01/2020 - 11/2020

Software Technology Park
Chattogram, Bangladesh

Achievements/Tasks

- Sales Forecasting and Pipeline Management.
- Sales Presentations and Demonstrations
- Sales Reporting and Analysis
- Problem Solving and Critical Thinking.

COMPUTER SKILLS

Microsoft Word, Excel, Power Point, Outlook.

Computerized database navigation

Data Entry

Fast Typing

WordPress

Search Engine Optimization

Canva

Tally Prime (Basic)

Advanced Excel & Formula

ORGANIZATIONS

Digital marketing Trainer at Department of ICT
(01/2023 - 06/2023)

Digital marketing trainer educates individuals or groups on various aspects of digital marketing, such as social media marketing, search engine optimization (SEO), content marketing, email marketing, and online advertising.

TRAINING DEVELOPMENT SUMMARY

Verbal Communication in English (08/2022 - 09/2022)

Training Institute: WSDA (New Zealand)

Advanced Digital Marketing (03/2023 - 07/2023)

Training Institute: Digicon Technologies Ltd. Dhaka, Bangladesh

Professional Customer Service (05/2023 - 08/2023)

Hello World Communication Ltd, Chattogram, Bangladesh

Spoken English (05/2023 - 09/2023)

Training Institute: Speakers Council Ltd. Chattogram Bangladesh

LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

PERSONAL DETAILS

Passport No : A04136871

Visa status : Employment

Date of Birth : 1 Jan 1995

Hobbies : Travelling & Listening Music