



# Noshad Salman Sakib

Dynamic Marketing graduate with 3 years of professional experience across administration, banking operations, and corporate sales. Proven track record in managing office administration, validating insurance records, and driving credit card acquisition. Equipped with strong foundations in digital marketing and advanced MS Excel, looking to leverage these skills to deliver measurable and impactful business results

✉ email2salmansakib@gmail.com

in linkedin.com/in/noshad-salman-sakib

📍 Banasree, Rampura, Dhaka

📞 01832673821

## CORE COMPETENCIES

- Administration & Operations: Digital Workflow Implementation, Database Management, Bookkeeping, Employee Attendance tracking.
- Sales & Marketing: Customer Acquisition, Brand Communication, Social Media Marketing (SMM).
- Customer Relations: Client Relationship Management (CRM), Customer Support via Phone, Quality Assurance.
- Technical Skills: MS Office (Word, Excel, PowerPoint), English/Bangla Fast Typing, Data Entry

## WORK EXPERIENCE

### Admin Secretary (Sales Office)

**MetLife Life Insurance Bangladesh** | Dhaka, Bangladesh

*May 2024 – Present*

#### *Achievements/Tasks*

- Manage corporate correspondence, phone lines, emails, and high-level scheduling with absolute professionalism.
- Prepare and edit comprehensive reports, official letters, and executive presentations using modern office software.
- Maintain highly organized digital and physical record-keeping databases, filing systems, and meeting coordination.
- Handle specialized insurance data verification and navigate the Insurance Management System to streamline daily operations.
- Support executive management with daily operational workflows and assist team members with basic software troubleshooting and technology adoption.

### Trainee Sales Officer

**ONE Bank PLC** | Dhaka, Bangladesh

*June 2023 – July 2024*

#### *Achievements/Tasks*

- Mastered sales administration protocols by systematically rotating through multiple sales office functions.
- Observed and supported the end-to-end sales process by assisting representatives in acquiring new business accounts.

- Practiced and tested targeted sales strategies by pitching services to both existing and prospective clients.
- Developed and maintained strong corporate relationships with clients while providing accurate product and service quotes.
- Provided comprehensive administrative support to the active field sales representatives

## **Intern**

### **National Credit and Commerce (NCC) Bank PLC | Dhaka, Bangladesh**

*October 2022 – January 2023*

#### **Achievements/Tasks**

- Assisted walk-in customers with daily retail banking needs, addressing account inquiries and product details.
- Managed accurate English data entry and supported day-to-day finance and bank operations.

## **EDUCATION**

- **Master of Business Administration (MBA) in Marketing**

National University | Passing Year: 2022 | Result: 3.09 / 4.00

- **Bachelor of Business Administration (BBA) in Marketing**

National University | Passing Year: 2020 | Result: 2.89 / 4.00

- **Higher Secondary Certificate (HSC) in Commerce**

Gulshan Commerce College | Passing Year: 2015 | Result: 3.92 / 5.00

- **Secondary School Certificate (SSC) in Commerce**

Quality Education School | Passing Year: 2013 | Result: 4.06 / 5.00

## **PROFESSIONAL CERTIFICATIONS & TRAINING**

- MS Excel Mastery (Excel Basic to Advanced) – Tanvir Academy (2026)
- Professional Digital Marketing Course – Skills for Employment Investment Program (SEIP) (2022)
- Professional English Communication Skills – Workplace Skill Development Academy (2022)

## **LANGUAGE PROFICIENCY**

- **Bangla:** Native / Full Professional Proficiency
- **English:** Limited Working Proficiency