



MD. SHUVO MIA

Address: Dhopabila, Kuthidurgapur
Jhenaidah Sadar, Jhenaidah, Bangladesh

Mobile: 01738588989

Email: mubarakhussainshuvo06@gmail.com

Professional Profile

Results-driven and hardworking business graduate with experience in sales operations, customer relationship management, and market development. Skilled in communication, teamwork, and client service with the ability to adapt quickly in fast-paced environments. Seeking an opportunity to contribute to a growth-oriented organization while developing professional expertise in sales, marketing, and business operations.

Professional Experience

Sales Representative

RFL Group

Bangladesh | 1 Year Experience

- Developed and maintained strong relationships with customers and retail partners.
- Promoted company products and supported territory sales growth.
- Achieved assigned sales targets through effective market coverage and client engagement.
- Monitored market trends and competitor activities to support business expansion.
- Prepared sales reports and maintained accurate customer records.

Education

Bachelor of Business Administration (BBA Honours) in Marketing

Government Mahtabuddin College, Jhenaidah

Affiliated with National University, Bangladesh

2022 | CGPA: 2.80 / 4.00

Higher Secondary Certificate (HSC-BM) in Business Management

Mollick Shahidul Islam Karigori College, Jhenaidah

Bangladesh Technical Education Board (BTEB)

2018 | GPA: 4.54 / 5.00

Secondary School Certificate (SSC) in Humanities

Dhopabila Secondary School, Jhenaidah

Jessore Education Board

2016 | GPA: 3.28 / 5.00

Skills

Professional Skills

- Sales & Customer Service
- Communication & Interpersonal Skills
- Team Collaboration
- Client Relationship Management
- Market Analysis & Reporting

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet & Email Communication

Training & Certification

Computer Office Application Course

Urban Social Services, Jhenaidah

Completed a 6-Month Professional Training Program in Office Applications (2023).

Language Proficiency

- Bengali — Native
- English — Professional Working Proficiency

Personal Details

- Date of Birth: 08 December 1998
- Nationality: Bangladeshi
- Marital Status: Single
- Religion: Islam
- Blood Group: AB+

References

Md. Alamin

Field Officer (Suchona)

Sajida Foundation

PIN: S11226

Phone: +880 1304-580844

Address: Jhenaidha

Golap Nahar

Branch Manager

Sajida Foundation

PIN: S07384

Phone: +880 1777-772267

Address: Madaripur

Declaration

I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge and belief.



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