

RAYHAN KHAN

Experienced Showroom Manager & Business Graduate

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Address: North Kawnia Branch Road, Word No: 07, Kawnia, Barishal

Date of Birth: 10th March 1995



Career Summary

Results-oriented business professional with over 2 years of progressive experience in showroom management and community engagement. Demonstrated ability to lead teams, optimize sales operations, and deliver exceptional customer service, achieving a 15% increase in sales and a 95% customer satisfaction rate at Boom Boom Motors. Adept at managing inventory, analyzing market trends, and implementing CRM strategies to drive business growth. Successfully collected and verified demographic data from 200+ households as a census volunteer, contributing to the timely completion of a national project. Committed to continuous improvement and exceeding organizational goals through strategic planning, effective communication, and a strong work ethic.

Work Experience

Showroom Manager | Boom Boom Motors

May 2025 – Present

Chadmari, Band Road, Barishal

Key Responsibilities:

- Supervise daily showroom operations, ensuring a seamless customer experience and maintaining a clean, organized environment for over 100+ daily visitors.
- Lead a team of 5 sales associates, providing training, performance feedback, and motivation to achieve monthly sales targets, resulting in a 15% increase in sales within the first year.
- Manage inventory control, track stock levels, and coordinate with suppliers to ensure timely product availability, reducing stockouts by 20%.
- Implement customer relationship management (CRM) strategies to enhance client retention and satisfaction, achieving a customer satisfaction rate of 95%.
- Analyze sales data and market trends to develop actionable business strategies, contributing to a 10% growth in quarterly revenue.
- Resolve customer complaints and inquiries promptly, maintaining a high standard of service and upholding the company's reputation.

Population & Housing Census Volunteer | Bangladesh Bureau of Statistics

June 2022

District Statistics Office Barishal

Key Responsibilities:

- Collected and verified demographic data from over 200 households within a 7-day period, ensuring 100% accuracy and confidentiality in compliance with national census guidelines.
- Utilized digital data entry tools to record information efficiently, reducing processing time by 30%.
- Collaborated with a team of 10 volunteers to cover assigned areas, meeting daily targets and contributing to the successful completion of the census project ahead of schedule.
- Communicated effectively with diverse community members to explain the importance of the census, increasing participation rates in the assigned region.

Education

Masters of Business Administration in Management, National University Bangladesh | CGPA: 2.89/4.00 | 2020

Bachelor of Business Studies in Accounting, National University Bangladesh | 2nd Class | 2015

Higher Secondary Certificate in Business Studies, Abdur Rob Serniabad College | GPA: 4.30/5.00 | 2012

Secondary School Certificate in Business Studies, Sher-E Bangla Nagar High School | GPA: 4.38/5.00 | 2010

Key Skills

Leadership | Teamwork | Communication | Customer Service | Problem Solving | Time Management | Adaptability | Interpersonal Skills | Conflict Resolution | Attention to Detail | Initiative | Community Engagement | Showroom Management | Inventory Control | Sales Operations | Data Collection | Data Entry | CRM (Customer Relationship Management) | Microsoft Office Suite | Report Preparation | Training & Staff Development | Market Analysis | Survey Administration | Performance Monitoring | Record Keeping | Volunteer Coordination

Trainings & Certifications

- **1st Place, Upazila Level Education Essay Competition**, Department of Primary Education, Bangladesh
- **TDP Training Certificate**, Town Defence Party, Barishal

Memberships

- **Member**, Town Defence Party (TDP), Barishal
- **Member**, BD Clean, Barishal

Language Proficiency

English: Working proficiency in Reading, Writing, Speaking and Listening

Bengali: Native Speaker

References

Md. Mynul Hasan Khan

Assistant Officer (Cash)

Export Import Bank of Bangladesh PLC.

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MD. Rubel khan

Owner

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