

CURRICULUM VITAE

KESHOB KUMAR

- Sotighat, Jaldhaka, Nilphamari
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Professional Summary:

A motivated and results-driven Sales Officer with over 4 years of experience in corporate sales and client relationship management. Skilled in achieving sales targets, building long-term client trust, and driving business growth. Adept at analyzing market trends and delivering effective sales strategies to enhance revenue.

Core Competencies:

- Sales & Marketing Strategy
- Client Relationship Management
- Negotiation & Communication
- Target Achievement & Reporting
- Product Promotion & Branding
- Team Collaboration & Leadership

Professional Experience:

Sales Officer — Abit Bhattacharya Ltd. (Jaldhaka, Bangladesh)

Credit Officer — Rural Reconciliation Foundation (RRF) [Belkuchi Branch]

Period: 30 October 2025 – Present

- Managing rural microfinance operations and client relationships.
- Conducting field visits, loan monitoring, and recovery activities.
- Preparing reports and maintaining financial documentation.

Achievement: Achieved 144% of the annual sales target (2024).

Branch Manager — Trust Islami Life Insurance Company Ltd. (Jaldhaka, Nilphamari)

Period: 2023 – 2024

- Supervising branch operations and ensuring target achievement.
- Recruiting and mentoring sales agents for performance improvement.
- Managing customer portfolios and after-sales services.

Branch Manager — Chartered Life Insurance Company Ltd. (Jaldhaka, Nilphamari)

Period: 2022 – 2023

- Monitoring sales activities and agent performance.
- Ensuring customer satisfaction through professional service delivery.
- Reporting to Head Office regarding monthly business performance.

Financial Associate to Unit Manager — Sonali Life Insurance Company Ltd. (Jaldhaka, Nilphamari)

Period: 2019 – 2022

- Managing a team of agents to achieve life insurance sales targets.
- Conducting customer meetings, product presentations, and policy management.
- Building long-term client relationships for business growth.

Achievement: Earned Leaders Club Award (2021) for exceptional performance.

KEY SKILLS:

- Sales & Marketing Strategy
- Client Relationship Management
- Team Leadership & Training
- Target Achievement & Territory Management
- Communication & Negotiation Skills
- Report Writing & Presentation
- Microsoft Office (Word, Excel, PowerPoint)

Education Qualification:

BBA (Honours) in Accounting — [Nilphamari Govt. College]

■ Year of Completion: [2021]

HSC in Humanities — [Ideal College, Nilphamari]

■ Year of Completion: [2016]

SSC in Humanities — [Nekbakta High School, Nilphamari]

■ Year of Completion: [2016]

Technical & Professional Skills:

- MS Office Suite (Word, Excel, PowerPoint)
- Data Entry & Reporting
- Digital Communication Tools
- Customer Relationship Management (CRM)

Languages:

- Bengali — Native
- English — Professional Working Proficiency

PERSONAL INFORMATION:

Name: KESHOB KUMAR

Father's Name: Bishobnath

Mother's Name: Menuka Rani

Date of Birth: 03 July 1998

National ID No: 8704-797284

Nationality: Bangladeshi

Marital Status: Unmarried

Religion: Hindu (Sanatan)

Present Address: Sotighat, Jaldhaka, Nilphamari

PERSONAL STRENGTHS

- Honest, punctual, and hardworking.
- Strong leadership and motivational skills.
- Excellent interpersonal and communication abilities.
- Ability to work independently and under pressure.

Declaration: I hereby declare that all the above information is true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____