

BADHAN SAHA

SALES & ACCOUNTS PROFESSIONAL



CONTACT

☎ 01842343273

✉ badhansaha139@gmail.Com

🌐 linkedin.com/in/badhansaha07

📍 Chandpur Sadar, Chandpur - 3601

SKILLS & EXPERTISE

Technical Skill

- MS Word
- MS Excel
- PowerPoint
- Data Entry
- Internet Browsing.

Interpersonal Skill

- Client Relationship Management
- Problem Solving
- Crisis Management
- Creative Thinking
- Data Analysis
- Brand Development
- Time Management

LANGUAGES

- 🗣 Bangla (Native)
- 🗣 English (Fluent)
- 🗣 Hindi (Basic)



CAREER SUMMARY

An experienced professional with over **6 years of background in both Sales and Accounts management**. Proven track record in achieving sales targets, managing client relationships, and preparing financial reports. Skilled in fast-paced environments and eager to leverage diverse skills to contribute to business growth.



WORK EXPERIENCE

SAJIB & BROTHERS

2022 - PRESENT

Accountant

- Managing sales and distribution records of cotton yarns.
- Maintaining daily accounts and supporting the senior accounting team.
- Preparing financial reports and reconciling statements.

SUFI. FASHION

2020 - 2022

Assistant Manager

- Supervised the sales representative team to achieve monthly targets.
- Managed daily sales activities and customer service operations.
- Provided sales support and ensured customer satisfaction.

SAMSUNG MOBILE

2019 - 2020

Samsung Experience Consultant

- Assisted customers in understanding and using Samsung products.
- Provided technical support and expert product advice.
- Shared knowledge about the latest mobile devices and ecosystem.

ACHIEVEMENTS

- 🏆 Best Employee of the Year (2021): I received this award in recognition of my dedication to work and consistently exceeding the monthly sales target.
- 🏆 Sales Target Excellence: While working as an Assistant Manager at Sufi.fashion, I played a special role in achieving the set sales target by providing guidance to the team.
- 🏆 Operational Efficiency: While working in the Accounts Department at Sajib & Brothers, I increased the speed of office work by accurately managing daily transactions and submitting financial reports on time.
- 🏆 Customer Satisfaction: While working at Samsung Mobile, I have contributed to increasing brand value and customer satisfaction by providing technical support and sound advice to customers.
- 🏆 Professional Development: I have completed training on Google Digital Marketing and Smart Interview Techniques, which has made me more skilled in the current competitive market.

HOBBIES & INTEREST

Gaming
Traveling
Playing Cricket & Football
Listening to Music
Swimming

REFERENCE

Biswanath Saha
Owner
Sajib & Brothers
phone : 01785657201



EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

National University

Subject : Management
CGPA : 2.79 (Out of 4.00)
Passing Year : 2023

Higher Secondary Certificate (HSC)

Puran Bazar Degree College

Board : Cumilla
Subject : Business Studies
Result : 3.92 (Out of 5.00)
Passing Year : 2019

Secondary School Certificate (SSC)

Puran Bazar M.H. High School

Board : Cumilla
Subject : Business Studies
Result : 3.27 (Out of 5.00)
Passing Year : 2017

CERTIFICATIONS

Google Digital Marketing Certificate.
Advanced Office Application (Post Office).
Cyber Hygiene Training (The Asia Foundation).
Smart Interview Technique (Shomvob Academy).

PERSONAL INFORMATION

Name : Badhan Saha
Father's Name : Dhruva Chandra Saha
Nationality : Bangladeshi by Birth
Gender : Male
Height : 5'10"
Blood Group : O+
Marital Status : Unmarried
Permanent Address: Village: Horishova
Road, Post: Puran Bazar-3601, Thana:
Chandpur Sadar. District: Chandpur.