

Habibur Rahman



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📍 Permanent Address:- Village- Jamalganj, Post Office- Sachna (3020), Police Station- Jamalganj, District- Sunamganj.

Present Address:- Village- Shahidnagar, Post Office- Pusta (1211), Police Station- Lalbagh, District- Dhaka.

■ Career Summary

Customer-focused sales and service professional with marketing, data entry, teamwork, leadership and problem-solving skills.

■ Work Experience

Marketing Promotion Executive (Dealer selection), Telemarketing executive, Admin and purchase Executive
DDS FASHIONS

Jun 25 -
Present

- Chosen and contacted potential dealers and kept good relations.
 - Made telemarketing calls to find leads and follow up with customers.
 - Helped run marketing campaigns and prepared simple materials.
 - Handled basic admin and purchase tasks like orders and records.
 - Monitored campaign results and reported progress to the team.
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Customer service officer
Grameenphone Ltd

Feb 16 - Feb 17

- Helped customers with their questions and problems.
- Gave customers information about Grameenphone products and services.
- Made sure customers were happy with the service.
- Worked with other team members to solve customer issues.
- Followed company rules and guidelines when helping customers.

British American Tubaco Company

- Worked as a Sales Representative at British American Tubaco Company.
- Focused on sales and marketing activities.
- Supported the sales team to achieve targets.
- Helped with marketing campaigns.
- Gained experience in sales strategies.

■ Educational History

Degree/Equivalent	Jan 18
National University Bachelor Of Business Studies (Pass)	
H.S.C./Equivalent	Aug 15
Jamalganj College Business Studies	
S.S.C./Equivalent	May 13
Jamalganj High school Business Studies	

■ Course & Certificate

- Computer Application

CEC

■ Skills & Expertise

Interpersonal Skill

Leadership

Teamwork

Problem-solving

Technical Skill

MS Word

Data Entry

■ Extra Curricular Activities

Data Enrty operator	Jul 13 - Present
Bureau of Statistics	

- Enter data accurately into the computer system.
- Check data for any errors.
- Keep data organized and easy to find.
- Use data entry software as needed.
- Handle data entry tasks as assigned.

■ Hobbies & Interest

Photography

Playing Sports

Traveling

■ Language

English

Hindi