

Md. Rajaul Karim

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Career Summary:

- Over 9 years of professional experience in Quality Control, Quality Assurance, and Sales Management.
- Currently serving as a Quality Control Officer at JK Group, Savar, Dhaka.
- Skilled in product inspection, testing, defect analysis, and process improvement.
- Experienced in quality assurance systems, including RCA, CAPA, and audit compliance.
- Proven background in sales operations, client relations, and market expansion.
- Consistently achieved targets and improved product quality standards.
- Recognized for accuracy, teamwork, and effective cross-department coordination.
- Committed to ensuring operational excellence, customer satisfaction, and continuous improvement.

Objective: "To build a dynamic career in Sales, Marketing, NGO, or Corporate sectors, leveraging my communication, strategic, and leadership skills to drive organizational growth, strengthen client relationships, and deliver impactful results through dedication and innovation."

Key Proficiencies:

- Sales & Marketing Management
- Client Relationship & Communication
- Strategic Planning & Execution
- Market Research & Business Development
- Team Leadership & Coordination
- Negotiation & Presentation Skills
- Target Achievement & Performance Tracking
- Customer Service & Retention
- Corporate Communication & Reporting
- Problem-Solving & Decision-Making
- Adaptability & Time Management
- Professionalism & Work Ethics

Date of Birth: 10th set 1992

NID: 4614377507

Job Experience:

Quality Inspector (QI) at JK Group, Dokkhin Doriyapur, Genda, Savar, Dhaka.

Jan'23 to May'25

Responsibilities:

- Conducted quality inspector at various stages of production to ensure compliance with company standards.
- Monitored product performance and defect rates, identifying root causes and corrective actions.
- Collaborated with production and technical teams to maintain consistent product quality.
- Prepared QI reports and documentation for internal and client review.
- Ensured safety and hygiene compliance across the production process.

Achievements:

- Improved product quality consistency through effective process monitoring.
- Reduced defect rates and rework costs by implementing corrective actions.
- Recognized for accuracy, discipline, and teamwork within the QC department.

Sales Executive at Rangpur Dairy Food Product Ltd.

Jul'21 – Dec'22

Responsibilities:

- Conducted product inspections, testing, and compliance checks to ensure quality standards.
- Implemented RCA and CAPA to resolve quality issues and nonconformance.
- Assisted in audits, calibration, and documentation to maintain operational accuracy.
- Maintained hygiene and safety compliance across the production process.
- Collaborated with sales and marketing teams to align product quality with market goals.

Achievements:

- Enhanced product quality and consistency through process improvement.
- Reduced defect rates and nonconformance incidents significantly.
- Recognized for team collaboration, efficiency, and proactive performance.

Sales Executive at International Distribution Company (IDC), Rangpur Sadar, Rangpur.**Jul'19 to Jun'21****Responsibilities:**

- Managed sales operations and achieved targets within the assigned region.
- Built and maintained relationships with retailers and distributors.
- Conducted market research to identify new sales opportunities.
- Prepared and submitted daily sales and performance reports.
- Coordinated with the logistics team to ensure timely product delivery.

Achievements:

- Consistently exceeded monthly sales targets through proactive client engagement.
- Expanded the customer base and regional market share.
- Acknowledged for strong communication and negotiation skills.

Sales Executive at Bangle Adhesive Chemical Products Ltd. Gulshan-1, Dhaka.**Feb'16 to Feb'19****Responsibilities:**

- Promoted and sold adhesive chemical products to industrial clients.
- Maintained client relationships and ensured high customer satisfaction.
- Prepared sales forecasts and performance reports.
- Participated in product demonstrations and marketing activities.
- Identified new business opportunities to increase company revenue.

Achievements:

- Increased sales volume and market visibility through effective client engagement.
- Recognized for consistent performance and reliability.
- Contributed to business growth and customer retention through quality service.

Academic Qualification:

- BSS (Pass) in Social Science, Ispahani Govt. College, National University – 2nd Class (2015)
- HSC in Humanities, Ispahani Govt. College, Dhaka Board – GPA 3.00 (2011)
- SSC in Humanities, Deuty High School & College, Dinajpur Board – GPA 2.94 (2009)

Soft Skills: Communication, Teamwork, Adaptability, Problem-Solving, Time Management, Responsibility, Interpersonal Skills, Work Ethic.

Computer Skills: Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet Browsing.

Languages: Fluent in both Bengali and English.

References:

- **A.B. Mukit,**
Senior Quality Control Officer (QC), Renata Pharmaceuticals Ltd. Cell: 01723-815844.
- **Reyead sarker,**
D-nee, Regional sales manager. Cell :01780531518.

Signature:**Date:**