

Md. Rayhan

📍 Room no. 207, Master,s hall, Dhaka college , newmarket 1205, Dhaka.
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About

Seeking for a career challenge in a challenging atmosphere where I can utilize my skill and knowledge to gear up and contribute to the growth of the company.

Education

Bachelor of Business Administration (BBA)

Dhaka College under the University of Dhaka

Year of Passing: 2024

CGPA: 3.06/4.00

Higher Secondary School Certificate (HSC)

Luxmipur Govt. College

Cumilla Board, Business Studies

Year of Passing: 2020

GPA: 3.83/5.00

Secondary School Certificate (SSC)

Bhowanigonj ML High School

Cumilla Board, Business Studies

Year of Passing: 2018

GPA: 3.72/5.00

Experience

Total Experience: 3+ Years

Ajwah Bake & Pastry LTD.

Store Officer

3 Years

- Managed daily store operations including inventory control and stock management.
- Maintained accurate records of incoming and outgoing products.
- Coordinated with suppliers and internal teams to ensure smooth operations.
- Ensured proper storage and quality control of products.

Eshikhon.com

Call Service Executive

1 Year

- Handled inbound and outbound customer calls efficiently.
- Resolved customer queries and provided service-related information.
- Maintained customer satisfaction through professional communication.

Naturo.com

Sales Executive (Call Center)

1 year

- Managed customer interactions and sales calls in a call center environment.
- Promoted products and converted leads into successful sales.
- Maintained strong customer relationships and follow-ups.

Skills

- **Operating Systems:** Windows 7, 10, 11
- **Software Applications:** MS Office Suite (Word, Excel, PowerPoint, Access)
- **Core Skills:** Inventory Management, Customer Service, Communication, Sales Handling

Projects

- **Marketing Practices of Juice Products in Dhaka City**
 - Conducted a term paper on marketing strategies of juice products in Dhaka city.
 - Collected and analyzed both primary and secondary data.
 - Gained practical knowledge about customer behavior and market trends.
 - Prepared report as part of BBA (Final Year) academic requirement.

Personal Information

- **Name:** Md. Rayhan
- **Father's Name:** Md. Ibrahim
- **Mother's Name:** Ayesha Begum
- **Date of Birth:** 15 December 1999
- **NID:** 6904310411
- **Marital Status:** Married
- **Religion:** Islam
- **Sex:** Male
- **Blood Group:** B+
- **Nationality:** Bangladeshi
- **Permanent Address:** Village: Char Monosha, Post: Bhowanigonj, Upazila: Lakshmipur, District: Lakshmipur

Certification

I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the verification of the information provided in this resume.