



Mohammad Mizanur Rahaman

Sales Operation Management | Accounts Management

Career Objective

To pursue a dynamic career in sales or accounts functions within a renowned organization, leveraging my skills and experience to drive growth, with a focus on taking on increasing responsibilities and delivering exceptional results.

Career Summary

Highly accomplished sales and accounts professional with over 3 years of experience in Bangladesh and Dubai. Expertise in strategic sales planning, client relationship management, and market analysis. Proven track record in sales training, customer retention, and financial data analysis. Skilled in customer service excellence, sales performance reporting, and credit card sales. Strong knowledge of banking compliance and product marketing, with a collaborative approach to business development and marketing campaigns.

Work Experience

Accounts & Internal Audits

Company: Al Malke Building Material Trading L.L.C (Dec 2024 – Continue)

Key Activities:

- Preparing accurate financial statements of organization.
- Recording daily financial transactions, including sales, purchases, receipts, and payments, to maintain accurate financial records.
- Analyzing financial data to provide insights into business performance, profitability, and areas for improvement.
- Developing and managing budgets to help organizations plan for financial resources, allocate funds, and monitor spending.
- Calculating and distributing employee salaries, managing tax withholdings, and ensuring compliance with labor laws.

Accomplishments:

- Strengthened client relationships, increasing customer satisfaction rates.

Accounts & Sales Manager

Company: Hong Kong Star General Trading L.L.C (Jan 2023 – Non 2024)

Key Activities:

- Develop and implement strategic sales plans, drive growth.
- Lead sales team to achieve and surpass targets.
- Build and nurture long-term, profitable client relationships.
- Conduct market analysis to identify new business opportunities.
- Collaborate with marketing for impactful promotional campaigns.
- Manage customer retention efforts, boost satisfaction and loyalty.
- Utilize financial data to optimize sales and operations.
- Deliver exceptional service, resolve client issues promptly.
- Report on sales performance, provide insights to leadership.

Accomplishments:

- Strengthened client relationships, increasing customer satisfaction rates.
- Mentored and developed sales staff for improved efficiency.
- Spearheaded innovative marketing initiatives, expanding client base.
- Achieved 20% sales growth in under 8 months.

Contact Info

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Qualification

MBA in Accounting
BGC Trust University Bangladesh
Year: 2021
Result: 1st Class

BBA in Accounting
BGC Trust University Bangladesh
Year: 2020
Result: 1st Class

Soft Skill

- Strong Communication
- Time Management
- Relationship Building
- Team work
- Leadership
- Reliability
- Ethical Judgment
- Customer Satisfaction
- Adaptability
- Critical Thinking
- Problem-Solving
- Interpersonal Skills
- Cultural Awareness

Core Competence

- Adherence to Accounting Standards
- Regulatory Compliance
- Tax Compliance
- Internal Controls
- Data Protection and Privacy
- Financial Reporting Standards
- Audit Compliance
- Professional Ethics
- Financial Data Analysis
- Customer Service Excellence
- Credit Card Sales
- Banking Compliance
- Marketing Collaboration
- Business Development
- Client Relationship Management
- Market Analysis

Computer

- Microsoft Office
- Microsoft Word
- Microsoft Excel
- PowerPoint
- Knowledge on Operating System (Windows 07, Windows 10)
- Adobe Photoshop & Illustrator

Language

- English (IELTS-Course)- Fluently Both Oral & Written
- Bangla (Mother Tongue)-Fluently Both Oral & Written
- Hindi & Urdu Language- Fluent.
- Korean Language (BKTTTC)-Basic.

Personal Info

- Date of Birth: 30th January, 1998
- Nationality: Bangladeshi
- Gender: Male
- Marital Status: Single
- Height: 168cm
- Blood Group: O+
- Emirates ID: 784199858566286
- Visa Status: Employment Visa
- Visa Expiry: 13th March, 2026

Business Development Executive

Company: Qromo Zone Commercial Brokers Co. L.L.C (Feb 2022 – Dec 2022)
Deem Credit Card, Ajman Bank, Dubai, UAE

Key Activities:

- Issued new credit cards, ensuring accuracy and customer satisfaction.
- Delivered exceptional customer service, addressing inquiries and concerns effectively.
- Performed routine account-related transactions, ensuring efficiency and precision.
- Built and maintained strong customer relationships through communication.
- Provided tailored solutions, meeting customer needs with expertise.
- Applied extensive product knowledge to guide customers through applications.
- Strengthened client satisfaction through consistent service and personalized support.

Accomplishments:

- Enhanced customer experience through superior communication and service.
- Increased client trust by delivering tailored financial solutions.

Trainee Assistant Officer

Company: First Security Islami Bank Ltd. (Bangladesh) (Jan 2021 – Dec 2021)

Key Activities:

- Ensured compliance with banking laws and regulations effectively.
- Analyzed commercial loan requests, providing informed credit recommendations.
- Built and maintained strong client relationships through service.
- Marketed banking products tailored to business clients' needs.
- Managed customer accounts efficiently, ensuring smooth daily operations.
- Explained banking products, promoting cross-sell opportunities successfully.
- Supported senior management with risk mitigation and compliance.

Accomplishments:

- Strengthened client relationships, improving overall customer satisfaction.
- Delivered personalized banking solutions, enhancing client loyalty consistently.

Research Experience

Researcher

(Sep 2021 – Dec 2021)

Focus: Environmental Accounting Discloser Practice of Islamic Bank in Bangladesh.

Accomplishments:

- Conducted in-depth research on environmental accounting practices within the Islamic banking sector in Bangladesh.
- Analyzed how Islamic banks disclose environmental responsibilities and sustainability initiatives in their financial reports.
- Applied theoretical frameworks from environmental accounting to evaluate disclosure practices and compliance with regulatory standards.
- Research was part of the MBA program, contributing to understanding corporate responsibility in Islamic financial institutions.

Reference

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