



Muntasir Mamun

About Me

I always try being efficient and progressive. Adaptive in general and selectively social. Wish to secure employment with a reputable company, where I can utilize my skills to the maximum. Well-versed in promoting interest in the organization and its mission through proactive and diligent outreach and positive public relations. I am an automotive enthusiast; my passion is to know about about cars. I believe that skills are earned through working not by reading.



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SKILLS

Automobile Expertise

Corporate Sales

Admin Operation

Communication Skills

Management Skills

Hospitality

LANGUAGES

BENGALI

Native or Bilingual Proficiency

ENGLISH

Professional Working Proficiency

INTERESTS

Sketching

Driving

Movies

Cars

Motorbikes

PROFESSIONAL EXPERIENCE

Sr. Executive, Sales

Asian Imports Ltd.

10/2020 - Present,

Vehicle (cars) Importer

Dhaka, Bangladesh

Achievements/Tasks

- Selling reconditioned and brand new cars as well as finance and related products to clients. Assisting clients to select the best deal available. Negotiating the terms and conditions of a sales agreement with prospective clients.
- Highest number of unit seller of 2022.
- Liaising with the showroom body-shop to ensure that vehicle repairs are done asap and getting involved in various company-wide advertising and promotional activities.
- Promoting vehicle add-ons like Finance & Insurance Protection. Demonstrating vehicles to clients, explaining their features etc. Meeting customers face to face and holding sales discussions about cars with them. Representing the company at trade platforms.

Community Associate

International Workplace Group (IWG) 'REGUS'

11/2018 - 02/2020,

Achievements/Tasks

Dhaka, Bangladesh

- The time I joined Regus, the UTC Centre of Regus was at 29% of occupancy though my posting was at Crystal Place Centre, along with maintaining my center I was able to perform well in increasing the UTC center's occupancy and it was at 91% by June 2019.
- Directed daily operations of the center. Completed accurate daily/monthly documents, reports and invoices. Recorded deposits into system, reconciled monthly bank account and tracked all expenses. Secured new clients and accounts by analyzing and catering products to specific needs.
- Organized and maintained vendor records in accordance with corporate guidelines. Built strong client relationships and provided high value-adding services to the clients. Did Sales tours to the clients, maintained organized, safe facility to keep productivity high and maximize customer satisfaction in the center.

Assistant Product Marketing Officer

Delta BRAC Housing Finance Corporation Ltd.

08/2017 - 07/2018,

Achievements/Tasks

Dhaka, Bangladesh

- Worked to develop network by identifying and pursuing new leads, attending industry events and building rapport with clients.
- Exceeded sales goals to increase revenue and facilitate selling company's product.
- Maximized business potential by providing excellent customer service and ensuring client retention. Developed and maintained relationships with local real estate agents.

ACADEMICS

MBA

East West University

2019 - Present,

BBA (International Business)

American International University-Bangladesh

2012 - 2016,

HSC (Business Studies)

Dhaka Commerce College

2010 - 2012,