



ASIF KAMAL TONMOY

PROFILE

Enthusiastic, dedicated and hardworking, experienced with working in Challenging environment, looking for a challenging role that will push the limits my abilities in sales sector and enable the satisfaction of completion

CONTACT

Mobile: 01622344936

Address: Stuff Quarter, Dhaka WASA Water Pump No. 4, Road – 35, Gulshan – 2, Dhaka – 1212.

Email: ak_tonmoy42@live.com

LinkedIn: www.linkedin.com/in/aktonmoy

SKILLS

IT skills: Microsoft Office, Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Python, Java

Engineering Designing skill: MATLAB, Multisim, Proteus, AUTOCAD

Language:

Proficient in Bangla & English.
Moderate understanding of Hindi & Urdu

Profession Skills: Corporate Sales, Lead management, Client management, Operations management, Team Lead, IT Project Management, Documentation and presentation, Company Profile Documentation, Service Proposal, Quotation and Presentation, Software Development, Digital Marketing, Graphics Design

EDUCATION

United International University Bangladesh

2022- Present
Master's in Business Administration
Expected Graduation: 2023

American International University Bangladesh

2014 - 2018
BSc in Electrical and Electronics Engineering
CGPA: 2.63

University of West London

2010 - 2012
BSc in Computer Science
Status: Incomplete

BAF Shaheen College, Dhaka

Graduation Year: 2009
H.S.C in Science
GPA: 4.20

Gulshan Model High School and College

Graduation Year: 2007
S.S.C in Science
GPA: 4.75

WORK EXPERIENCE

TRU Fabrics Limited, Dhaka, Bangladesh

Asst. Manager, Logistics

November 2021 – Present

- Maintain relations with the suppliers and clients
- Ensure clients requirements are met in terms of logistics.
- Track all purchases (LC/TT) and plan shipment process
- Validate documents for proper shipment procedure
- Monitor and analyze Inbound-outbound Logistics Status
- Analyze past expenses and predict upcoming costs

Truck Lagbe Limited, Dhaka, Bangladesh

Senior Key Account Manager, Enterprise Solutions

April 2021–July 2021

- Conduct training sessions to newcomer and guide them towards key account management
- Conduct research to expand supply for key clients.
- Conduct market Research and analyze demand and supply for the key clients.
- Develop trust with portfolio of major clients to ensure long lasting relations.
- Plan and execute services timely service with accuracy.
- Serve as the bridge between the key clients and the company.
- Resolve any issues faced by clients and deal with complaints to maintain relations.
- Play an integral part in generating new sales that will turn into long-lasting relationships.
- Prepare regular reports of progress and forecasts to internal and external stakeholders using key account metrics.

CERTIFICATIONS

Email Marketing

HubSpot Academy
Issue Date: July 2021

Sales Management Training: Strategies for Developing a successful Modern Sales Team

HubSpot Academy
Issue Date: June 2021

Inbound Sales

HubSpot Academy
Issue Date: July 2020

Frictionless Sales

HubSpot Academy
Issue Date: July 2020

Fundamentals of Digital Marketing

Google Digital Garage
Issue Date: June 2019

REFERENCES

S.M. Imrat Rahman

Senior Lecturer,
American International University
Bangladesh
E-mail: imratrahman@aiub.edu,
Phone: +88 01882450048
Relation: Project Supervisor

Anayet Rashid

CEO, Truck Lagbe Limited
E-mail: anayet@trucklagbe.com,
Phone: +88 01844111144
Relation: Colleague

Key Account Manager, Enterprise Solutions

November 2019 – March 2021

- Responsible for developing a plan to achieve sales target
- Conduct Market research to identify selling possibilities and evaluate customer needs.
- Actively seeking new sales opportunity through door-to-door visit.
- Setting up meetings with potential clients and listening to their wishes and concerns.
- establishing and managing relationships with customers in need of the client's services.
- Take ownership of customer issues and follow-through till resolution.

Acquisition Executive

July 2019 – October 2019

- Responsible for developing a plan to achieve sales target
- Conduct Market research to identify selling possibilities and evaluate customer needs.
- Actively seeking new sales opportunity through door-to-door visit.
- Setting up meetings with potential clients and listening to their wishes and concerns.
- establishing and managing relationships with customers in need of the client's services.
- Take ownership of customer issues and follow-through till resolution.

Geekstechnology Limited, Dhaka, Bangladesh

Operations Manager

January 2018 – March 2019

- Conducting market research to identify selling possibilities and evaluate customer needs.
- Assessing and analyzing departmental budgets to find ways to minimize expenses and optimize profits
- Communicating with the board or other senior officials about shifting company priorities and project and setting KPI.
- Manage staff levels, wages, hours, contract labor to revenues
- Manage relationships with key operations vendors
- Supervise multiple projects and assist in paperwork
- Assign new and existing projects to workforce and ensure work flow in order to meet the deadline
- Track vendor pricing, rebates and service levels
- Review and approve all operational invoices and ensure they are submitted for payment.

Administrative Associate

January 2015 – December 2017 (Part-Time)

| Organize and schedule meetings and appointments | Assist in the preparation of regularly scheduled reports | Order office supplies | Submit and reconcile expense reports, provide information by answering questions and requests, research and creates presentations | Generate reports, develop administrative staff by providing information, educational opportunities and experiential growth opportunities | Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment |

McDonald's, Wimbledon, London, UK

Crew Member

August 2010 – January 2013 (Part-Time)

| Use the Crew Trainer's Guide to me-Learning when training Crew on a new task or station | Explain to Crew the 'how to' and 'why' behind McDonald's policies and procedures | Provide appreciative feedback for good performance and constructive feedback when required | Ensure Crew remain focused on tasks | Complete required number of SOC's (Station Operation Checklist) per shift | Recommend training needs to the restaurant's Training Coordinator or Training Manager | Support the Open-Door policy by being available for Crew to come to you for help and advice |

Dream Occasions UK Limited, London, UK

Event Co-Ordinator

July 2010 – July 2012 (Part-Time)

| Understand requirements for each event | Plan event with attention to financial and time constraints | Book venues and schedule speakers | Research vendors and choose the best combination of quality and cost | Negotiate with vendors to achieve the most favorable terms | Manage all event operations (preparing venue, invitations etc.) |