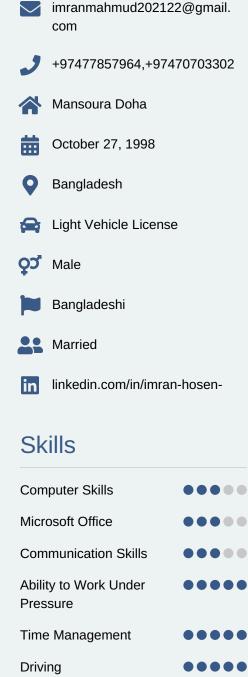
Imran Hosen

Driver/Messenger



Personal details

Imran Hosen



Profile

I am a dedicated sales executive with a Higher Secondary Certificate and proven experience in driving sales and building client relationships. My strong communication skills enable me to effectively present products and negotiate deals to achieve targets. I am adept at using Microsoft Office to manage sales data and create compelling presentations. With a track record of working effectively under pressure, I am committed to exceeding sales goals and contributing to the success of my team. I am eager to leverage my skills in a dynamic sales environment.

Education

Higher Secondary Certificate Govt Devendra College, Manikganj, Manikganj,Bangladesh

Apr 2014 - Jun 2016

Oct 2018 - Sep 2024

Employment

Driver

Optimum Systems, Doha Key Responsibilities:

1. Transport Deliveries: Safely drive and deliver packages, documents, and messages to designated locations.

2. Route Management: Plan and optimize routes to ensure timely deliveries while adhering to traffic laws and regulations.

3. Document Handling: Manage and organize documents for delivery, ensuring accuracy and confidentiality.

4. Vehicle Maintenance: Maintain the vehicle in good working condition, including regular checks and reporting any issues.

5. Customer Interaction: Communicate professionally with clients and colleagues, providing updates on deliveries as needed.

6. Record Keeping: Maintain accurate logs of deliveries, mileage, and any incidents that occur during transport.

7. Emergency Response: Handle unforeseen issues, such as delays or vehicle breakdowns, effectively and calmly.

Public relations officer

Feb 2020 - Sep 2024

Optimum Systems, Doha Key Responsibilities:

1. Media Relations: Establish and maintain relationships with journalists and media outlets; respond to media inquiries and facilitate interviews.

2. Content Creation: Develop press releases, speeches, and promotional materials to communicate the organization's messages effectively.

3. Crisis Management: Handle public relations crises by developing

communication plans and addressing issues promptly and professionally.

4. Event Management: Organize and promote events, press conferences, and other public activities to enhance the organization's visibility.

5. Social Media Management: Oversee the organization's social media presence, creating content and engaging with followers to build a positive online reputation.

Languages

English	••••
Arabic	•••••
Hindi	••••
Bangla	•••••

Hobbies

- Reading books
- Travelling
- Listening songs
- Bike
- Riding

Sales executive

Optimum Systems, Doha Key Responsibilities:

1. Prospecting: Identify and reach out to potential clients through various methods, including cold calling, networking, and referrals.

2. Sales Presentations: Conduct product demonstrations and presentations to prospective clients, effectively communicating the benefits and features of products or services.

3. Relationship Management: Build and maintain strong relationships with clients to understand their needs and provide tailored solutions.

4. Sales Target Achievement: Meet or exceed sales targets and quotas, consistently seeking ways to enhance performance.

5. Market Research: Monitor market trends, competitor activities, and customer feedback to identify opportunities for growth and improvement.

6. Negotiation: Negotiate pricing, contracts, and terms of sale with clients to close deals effectively.

7. Reporting: Maintain accurate records of sales activities, client interactions, and pipeline status; provide regular reports to management.

Custom section

Declaration:

I hereby declare that the foregone information are true and correct to the best of my

knowledge and belief and that i have not concealed any information, which might affect my

suitability for this job.

Thanks & Regards

Imran Hosen