

# Imran Hosen

Driver/Messenger



## Personal details



Imran Hosen



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Mansoura Doha



October 27, 1998



Bangladesh



Light Vehicle License



Male



Bangladeshi



Married



linkedin.com/in/imran-hosen-

## Skills

Computer Skills



Microsoft Office



Communication Skills



Ability to Work Under Pressure



Time Management



Driving



## 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**

**Apr 2014 - Jun 2016**

Govt Devendra College, Manikganj, Manikganj, Bangladesh

## Employment

**Driver**

**Oct 2018 - Sep 2024**

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	<div><div></div><div></div><div></div><div></div><div></div></div>
Arabic	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div></div>
Bangla	<div><div></div><div></div><div></div><div></div><div></div></div>

# Hobbies

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

## Sales executive

Jun 2022 - Sep 2024

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 foregoing 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**