



FAZLE SADAIN

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Experienced and detail-oriented Sales Coordinator with a proven track record of supporting sales teams to achieve their targets and improve efficiency. Skilled in managing order processing, coordinating client communications, and maintaining accurate sales records. Strong multitasking abilities, excellent customer service skills, and a proactive approach to problem-solving.

Nationality: Bangladeshi

EDUCATION

APR 2006 -
MAR 2010

HON. DIPLOMA IN ELECTRICAL TECHNOLOGY

Ahsanullah Institute of Science and Technology, Dhaka, Bangladesh

PROFESSIONAL EXPERIENCE

JAN 2024 -
PRESENT

JEEVES DRY CLEANERS AND LAUNDERERS

OUTDOOR SALES COORDINATOR

- Develop out of store area sales in terms of laundry pick-up and delivery.
- Supervise and manage a team of drivers & sales reps.
- Oversee fleet maintenance, ensuring vehicles are well-maintained and in good working condition.

FEB 2021 -
NOV 2023

RAHIMAFROOZ RENEWABLE ENERGY - DHAKA, BANGLADESH

OFFICER, LOGISTICS

- Coordinate transportation, route planning, scheduling, and ensuring cost-efficiency.
- Collaborate with customer service teams to resolve delivery inquiries and complaints promptly.
- Prepare and maintain accurate documentation for shipments.

OCT 2019 -
DEC 2020

KARNAPHULI LIMITED - DHAKA, BANGLADESH

DELIVERY SUPERVISOR

- Supervise a team of delivery drivers performance evaluations.
- Oversee daily e-commerce delivery operations to ensure timely and accurate order fulfillment.
- Collaborate with warehouse and inventory teams to ensure orders are accurately picked.

JUL 2014 -
JAN 2016

ACI MOTORS LTD. - DHAKA, BANGLADESH

EXECUTIVE- SPARE PARTS DISTRIBUTION

- Coordinate the distribution of spare parts to ensure timely and accurate delivery service centers.
- Process and fulfill spare parts orders, verifying accuracy before dispatch.
- Coordinate with delivery staff to ensure proper storage, organization, and delivery of spare parts.

SKILLS

- MS Word, PowerPoint, Excel & DMS App
- Good Organizing Skills
- People Management
- Schedule Management
- Customer Centric
- Time Management

LANGUAGE PROFICIENCY

- English
- Bengali
- Hindi
- Urdu