



Md Tanvir Nasir

Apartment # 1613, 8, Al Nahda Street, Al Buhaira Towers Block A, Sharjha, UAE.

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PROFESIONAL SUMMARY

- Send Invoices, Letters, Reminders and Notices as required to ensure collection of payment in time. Also, Follow-up the Customer through phone calls and visits to realize all payment within schedule in time.
- Sale the Apartments & Give Solution for future investment in Apartment, Make Relation build up for further sale.
- 9 years Assistant Manager Experience in Customer Service, Sales, Land & Brokerage in Real Estate Company.

AREAS OF EXPERTISE

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|------------------------------|------------------------------|--------------------------------|
| • Prepare Monthly Report. | • Internal Memo preparation | • Maintain All Customer files. |
| • Cheques Collect | • Follow Up | • Handover Apartments |
| • Receive Customer problems. | • Solved queries & problems. | • Sale Apartments. |
| • Government office work | • Land Acquire | • Lead the team |
| • Collect the Inventory | • Sale of the Inventory | • Brokerage Sales |

Assistant Manager: building technology & ideas ltd

Company Location: bti Celebration Point, Plot - 3 & 5, Road - 113/A, Gulshan.

- Lead the team to collect the Inventory and sale of the Inventory in Brokerage Department.
- Send introduction letter to all clients and Landowners make intimacy with them through telephonic & Physical intimacy & give input in intimacy register.
- Fix up the monthly sale target by studying each customer & Collect the Inventory, Sale of the Inventory.

Sr. Executive: Rakeen Development Company (BD) Ltd., Rakeen Tower, Plot # 1/2, Block # D, Section # 15, Dhaka- 1216.

- Sale the Condominium Apartment complex.
- After the realization of Booking Money start communication with the valued clients in written, verbal and physical visit.
- Send Invoices, Letters, Reminders and Notices as required to ensure collection of payment in time. Also, follow-up the Customer through phone calls and visits to realize all payment within schedule time.
- Ensure the Revenue Collection including due and overdue payment, Advance payment, Compensation for Delay payment from our existing Clients.

Executive: Asset Development & Holdings Ltd

Company Location: 91 Gulshan Avenue Dhaka – 1212

- Give Solution for future investment in Apartment.
- Receive Landowners problems & queries, inform those to the management and other Departments.
- Preparation of Draft in various matters as per the instructions of Management and issue them.

Executive : Baton Rouge Restaurant

7th Floor, Gulshan Pink City Shopping Center, 15 Gulshan Ave, Dhaka 1212.

- Collecting lunch or dinner program reservation for the restaurant.
- Make corporate deal with the restaurant and other companies.
- Reservation the hall for the Corporate meetings and programs and food also.
- Taking the lunch box order for different type of companies.

EDUCATION

Master of Business Administration (MBA) > MIS > Southeast University > CGPA: 3.09 out of 4 > year: 2011 > Duration: 2 years.

Bachelor of Business Administration (BBA) > Marketing > Southeast University > CGPA: 2.78 out of 4 > year: 2007 > Duration: 4 years.

Higher Secondary School Certificate (HSC) > Commerce > College of Development Alternative > Second Division > year: 2003 > Duration: 2 years.

Secondary School Certificate (SSC) > Science > National Bangla High School > Second Division > year: 2001 > Duration: 2 years.