

SAYMA SABRIN

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PROFESSIONAL SUMMARY

A highly motivated and results-driven professional with a background in corporate sales, customer relationship management, and administrative support within the travel and pharmaceutical sectors. Proven ability to manage complex ticketing and reservation systems (Abacus), deliver exceptional customer service, and handle detailed administrative tasks, including daily sales reporting and documentation. Eager to leverage extensive experience, strong work ethic, and integrity to contribute to a dynamic organization.

PROFESSIONAL EXPERIENCE

Corporate Sales & Customer Service Specialist

2. NUVISTA PHARMACUITICAL COMPANY | Dhaka, Bangladesh *May 2015 – December 2017*

- Managed and maintained strong client relationships, acting as a primary point of contact for corporate accounts.
- Successfully promoted and sold company products, contributing to consistent achievement of sales targets.
- Handled all administrative and documentation tasks related to sales and client management.

Sales and Marketing Executive

1. NAVANA PHARMACUITICAL COMPANY | Dhaka, Bangladesh *May 2013 – April 2015*

- Executed sales and marketing strategies to drive product visibility and market penetration.
 - Developed and maintained a comprehensive understanding of the pharmaceutical market to effectively position products against competitors.
 - Provided detailed daily and weekly reports on sales activities and market feedback to senior management.
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KEY SKILLS & TRAINING

Category	Skills
Travel & Ticketing	Air Ticket Reservation, Fare Pricing, Modification, Ticketing (GDS/Abacus)
Sales & Marketing	Corporate Sales, Customer Relationship Management (CRM), Market Research, Product Promotion
Administration	Daily Sales Reporting, Documentation Management, File Management, Attendance Tracking, BSP Documentation
Software/IT	Operating Systems (Windows XP/95/98/2000), MS Office Suite (Word, PowerPoint, Excel), E-mail & Data Entry, Browsing

Professional Training: * **Air Ticket Reservation & Ticketing:** Successfully completed two days of basic training and two days of advanced training on Fare Pricing, Modification, and Ticketing using the Abacus system. * **Hospitality Management:** Successfully completed a six-month training program on Chef from the Bangladesh Hotel Management & Tourism Training Institute.

EDUCATIONAL BACKGROUND

Master of Arts (M.A.)

Eden Mohila College, Dhaka Session: 2007* Major: S_WORK * Division: 2nd Division

Bachelor of Arts (B.A.)

Bodrunnesa Mohila College, Dhaka *Session: 2004* * Major: HUMANITES * Division: 2nd Division

Higher Secondary Certificate (H.S.C.)

Burhanuddin College, Dhaka *Session: 2001* * Major: HUMANITES * Division: 2nd Division

Secondary School Certificate (S.S.C.)

Azimpur High School, Dhaka *Session: 1998* * Major: ARTS * Division: 3rd Division

PERSONAL INFORMATION

Detail	Information
Date of Birth	29 April 1983
Nationality	Bangladeshi
Religion	Muslim
Hobby	Travel, Reading & Paintings, Song
Declaration	I do hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

(SAYMA SABRIN)