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AHSAN KABIR MONI

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Career Objective:

To be efficient and successful in work and to build up a strong career in the respective field. To work in a favorable environment in a suitable organization with the challenging and creativity and with a sound superior.

Career Summary:

To serve in responsible position at a well-structured organization with successfully applying acquired knowledge to enhance organizational efficiencies.

Special Qualification:

At Home in

Operating system : Microsoft Windows

Applications : MS Word, MS Excel, MS PowerPoint,

Internet Browsing.

Computer Office Application Programme course completed Under BTEB Duration Six Months.

Employment History:

Total Year of Experience : 11.7 Year(s)

1. Trainner , IT Officer & Marketing Supervisor (July 1, 2007 - Continuing)

Khan Computer Training Center & IT Solution

Company Location : Jessore, Manirampur

Department: Trainner, IT & Marketing

Duties/Responsibilities:

1. Update audit program, check list, planning file and permanent file based on professional and programme based knowledge;
2. Preparation and implementation of annual audit plan and monthly audit plan based on aged branches and risky branches;
3. Ensure quality audit reports; meet management expectation through meeting and discussion with Management;
4. Supervision, capacity development and quality assurance of head office staff and divisional office;
5. Contribution on preparation of executive and special reporting and presentation;
6. Execution of Legal and Compliance Audit and Surprise Audit as per the Annual Audit Plan;
7. Coordination with programs and audit managers for preparation of Annual Audit Plan;
8. Assist IT section to execute e-audit and BIAMS software

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.A	English	National University	Appeared	2015	4	-
HSC	Business Studies	Chinatola College	CGPA:4.6 out of 5	2009	N/A	N/A
SSC	Business Studies	Nagor Ghop M. L High School	CGPA:4.31 out of 5	2007	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Object orient in data base programming	MS- Word, ms excel, MS- Access, MS Power Point, e- mail, Internet Browsing. Adobe Photoshop, At home different types multi Media work, Hardware, Software and so on.	BTEB	Bangladesh	Monirampur, Jessore.	2007	6 Months

Professional Qualification:

Certification	Institute	Location	From	To
AS A TRAINER AND MERKETING OFFICER	KHAN COMPUTER TRAINING CENTER	MANIRAMPUR	January 1, 2008	January 5, 2016

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 11500
 Expected Salary : Tk. 25,000
 Preferred Job Category : IT/Telecommunication, Data Entry/Operator/BPO
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Italy, Malaysia, Thailand, United States, Australia,
 France, Hong Kong, Singapore, Switzerland
 Preferred Organization : Telecommunication, College, Event Management, Govt./
 Types Semi Govt./ Autonomous body, NGO, Multinational
 Companies, Newspaper/Magazine, Buying House,
 Restaurant, Call Center, Immigration/Visa Processing,
 Cellular Phone Operator

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hinde	Low	Low	Medium
ENGLISH	High	High	High

Personal Details :

Father"s Name : Md. Abbas Ali Morol
Mother"s Name : Rahima Khatun
Date of Birth : September 25, 1992
Gender : Male
Marital Status : Unmarried
Nationality : BANGLADESHI
Religion : Islam
Permanent Address : Vill: Gobindopur, Post: Durbadanga, P.S: Monirampur, Dist: Jessore.
Current Location : Dhaka

Reference (s):

Name : Dr. MD. IDRIS
Organization : DHAKA MEDICAL COLLEGE
HOSPITAL
Designation : Associate Professore
Address : MEDICAL COLLEGE DHAKA
Phone (Off.) :
Phone (Res.) :
Mobile : 01715105325
EMail :
Relation : Others
