



## OBJECTIVE

By using good leadership skills, communication skills, adaptability skills and accounting skills to work with an organization for profit and to increase its growth.

## IT SKILLS

- MS Excel
- MS Power Point
- SPSS

## SKILLS

- Communication Skill
- Team Player
- Public Speaking (English)
- Problem Solving Ability
- Presentation Skill
- Budgeting Skill

# AHMED SHAHRIAR HASSAN

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## Education

- Bachelors of Business Administration (BBA), Army Institute of Business Administration, Bangladesh University of Professionals, (2015 to ongoing), CGPA upto 7 semester 3.38.
- A 'Levels, Accounting, Anandaniketan School, Edexcel Board, (session: 2015), Accounting
- IGCSE, Commerce, Anandaniketan School, Edexcel Board (session: 2013).

## Work Experience

### General Secretary

Volunteer for Bangladesh, Jaago Foundation 1<sup>st</sup> January 2019 and ongoing

- Develop strategy for fundraising, advocacy, design and Manage Programs
- Prepare and set meeting agenda
- Act as authorized correspondent on behalf of the Board.
- Ensure smooth internal communication within the board and members

### General Secretary

AIBA Social Welfare Club, 1<sup>st</sup> January 2019 and ongoing

- Carrying out events properly by creating proper plan and budget.

### Treasurer

Volunteer for Bangladesh, Jaago Foundation 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018

- Prepare Budget and develop financial plans
- Maintain financial records
- Approve financial transactions
- Prepare and present monthly financial reports at Board meeting
- Ensure funds are deposited in respective bank accounts.

### Joint Secretary

AIBA Cultural Club, 1<sup>st</sup> July 2016 to 31<sup>st</sup> December 2018

- Making sure if all the required materials and supplies were received or not and to keep record of all the activities.

### Public Relation

AIBA Debate Club, 1<sup>st</sup> January 2016 to 31<sup>st</sup> December 2018.

- Communications with all the students about the debate club and informing any events or meetings.

## **Online Certification Courses**

- Online marketing, E-Commerce and Email Marketing courses from **E-marketing Institute (Certified)**.

## **ACHIEVEMENTS**

- 2<sup>nd</sup> Position, Intra University Business Case Competition 2019.

## **REFERENCES**

- **Brig Gen Md. Zahirul Islam, ndc, psc, G (retd)**  
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