

Abdus Samad Sadi

Address: House no 62, Humayun Rashid Square, Kadamtoli, Sylhet

Phone: +88 01745-904763

Email: absamadsadi@gmail.com

LinkedIn: Abdus Samad Sadi

Facebook: facebook.com/absadi



Education & Qualifications

2016-2019	BBA	Army Institute of Business Administration Major: Accounting, CGPA- 3.40
2014	HSC	Jalalabad Cantonment Public School Collage Group: Business Studies, GPA- 5.00
2012	SSC	Sylhet Government Pilot High School Group: Business Studies, GPA- 4.81



Experience and Extra Curricular Activities

Jan 2020-Mar 2020	Internship in Prime Bank Limited <ul style="list-style-type: none">General Banking Activities
2016-Present	Quanteer at Quantum Foundation <ul style="list-style-type: none">Responsibility of managing officeResponsibility include prepare documents, process mail, and answer telephones
Jul 2019- Dec 2019	General Secretary at AIBA Social Welfare Club <ul style="list-style-type: none">Manage blood for studentOrganized winter cloth distribution program
Jan 2019- Jun 2019	Treasurer AIBA Social Welfare Club <ul style="list-style-type: none">Organized Blood Donation Campaign in AIBA
2016-2018	Volunteer at Sylhet Cycling Community <ul style="list-style-type: none">Worked as a volunteer in different bicycle ride and rally such as Duarthon, Mini Maratho, Shadinota Dibosh Ride, Bijoy Dibosh Ride, Duronto Cycle Race, Jubidur Kobir cycle race



Skills

Language: Very Fluent in English and Bangla

Video Editing: I am an expert in video editing.

Communication and Speaking: My capability in communication and presentation is good

Software:

Microsoft Office: My skill is very good in Microsoft Word, Power Point, Excel, Access, Visio, Google Docs

Graphics Design and Video Editing: Adobe premiere pro, Photoshop

Other Software: Umlet, SPSS, Microsoft Windows Operating System

Other skills: Trustworthy Hard working, Patience.



Certificates

Mar 2019	The National Association of Apex Club of Bangladesh- For participation in Cycling
Feb 2019	AIBA Business Club- Workshop on Case solving Aesthetics
Apr 2017	WSDA Career Festival on Academic and Career Skills- for active participation
Apr 2016	Quantum Method Course for Mind Development and Self-Improvement- For active participation

Reference

Ajaan Rahman Khan (Lecturer, AIBA, Sylhet)
Phone: 01711084937

Mr. Chinmoy Das Gupta (Lecturer, AIBA, Sylhet)
Phone: 01769176062

