

Last Updated : **September 16, 2018**



GOLAM WASI CHOWDHURY

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Career Objective:

To become a part of a well-established organization with a stable environment where I can utilize my education and professional learning to enhance organizational effectiveness and client relations as a future leader.

Special Qualification:

Strong analytical and relationship management skills.
Ready to meet challenge.
Drives for perfection.
Can improvise in different situations.
Diligent, quick learner and ability to assume responsibility.
Capability to work under pressure

Employment History:

Total Year of Experience : 4.3 Year(s)

1. Invigilator (May 1, 2017 - Continuing)

British Council

Company Location : Dhaka, Bangladesh

Duties/Responsibilities:

To invigilate examinations to the standard required by the British Council Examinations Service and the relevant Exams Boards

To complete and maintain accurate records of exam assignments. Complete all reports, logs and claims accurately as required by British Council Examinations Services.

To follow all relevant guidelines and policies in the areas of: Data Protection, Child Protection, Health & Safety, Equal Opportunities and Diversity, and Anti-Fraud.

2. Volunteer (January 1, 2015 - April 30, 2017)

BRITISH COUNCIL

Duties/Responsibilities:

Assisted concerned persons in communicating and organizing the Education UK Exhibition and Education UK open days successfully

3. INTERN (September 1, 2014 - December 31, 2014)

DHAKA BANK LTD.

Department: General Banking

Duties/Responsibilities:

i)± Assisted loan officer in Credit Rating Grade (CRG).

i)± Assisted in Bank Account opening, and finding out the irregularities of different bank accounts.

i)± Helped in voucher sorting, counting, filling, and matching.

i)± Helped in other general banking activities

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Accounting & Information System	University of Dhaka	CGPA:3.26 out of 4	2017	2	-
BBA	Accounting & Information System	Leading University, Sylhet	CGPA:3.75 out of 4	2015	4	-
HSC	Business Studies	Jalalabad Cantonment Public School & College, Sylhet	CGPA:5 out of 5	2010	2	Govt. Scholarship (talent-pool)

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Excel Pro	Microsft Excel	AIS , University of Dhaka	Bangladesh	University of Dhaka	2017	2 months

Professional Qualification:

Certification	Institute	Location	From	To
Internship	Dhaka Bank Limited	Laldighirpar , Sylhet	October 1, 2014	December 30, 2014

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 15,000
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution, General Management/Admin
Preferred District	: Dhaka, MoulaviBazar, Narayanganj, Sylhet
Preferred Organization Types	: Banks, Advertising Agency, BPO/ Data Entry Firm, NGO, Multinational Companies, Consulting Firms, Audit Firms /Tax Consultant, Airline, Manpower Recruitment, Financial Consultants, Cellular Phone Operator, E-commerce

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Administrative/ Executive • Accounting • Financial/ Banking service • Leadership • Presentation • Interpersonal

Extra Curricular Activities:

i± Secretary of Creative club of Leading University. i± Sergeant at Rotary Club of LU.
 i± Organizing member of Batch Study Tour, Sundarban. 2013 .Runner up of Business
 Idea Competition 2013 in Leading University. i± 1st prize winner of Business Quiz
 Competition 2013 in Leading University i± Champion of Table Tennis Tournament 2014 in
 Leading University.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father"s Name : GOLAM KIBRIA CHOWDHURY
 Mother"s Name : SELIMA BEGUM CHOWDHURY
 Date of Birth : December 31, 1992
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : ISLAM
 Permanent Address : Village- Rustompur , P.O.- Mohammadpur, Upazila- Dakshin Surma ,
 Sylhet
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Tanvir Ahmed Torophder	Shazida Subrina
Organization	: Bangladesh Ministry of Foreign Affairs	Dhaka Bank Limited
Designation	: Assistant Secretary	Senior Officer
Address	:	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 8801711026212	01718053680
EMail	:	Shazida.subrina@dhakabank.com.bd
Relation	: Academic	Professional