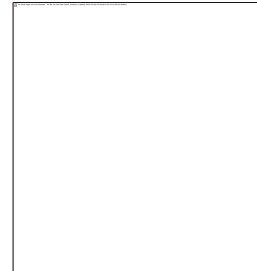


Applied For: **SEO Expert**

Last Updated : **January 13, 2018**

Kabir Ahmad

Address: Contact Address: Vill. - Purbo Shadatikor, Asha # 83/B P.O -Sylhet-3100. DIS-Sylhet, Bangladesh
Mobile : 8801719425758
email:bosskabir0@gmail.com, abduallahmonir.rangs@gmail.com



Career Objective:

To work dynamically in a challenging environment where innovative ideas are encouraged and I can share my knowledge for the benefit of mankind and the society as well.

Career Summary:

To serve such an organization where I can develop my full effort to achieve the goal of the organization. Also intend to imply acquired educational knowledge and personal skill which will enable me to complete with the challenging business world.

Special Qualification:

Rotaracting,BNCC,

Employment History:

Total Year of Experience : 3.9 Year(s)

1. **Admin Assistant (April 1, 2017 - Continuing)**

SSKS(Sylhet Samaj Kollayan Songstha)

Company Location : Upashahar, Sylhet.

Department: Accounts & Finance

Duties/Responsibilities:

Maintaning All Accounts & financial documents, Supervision of Employees activities.

2. **Manager cum Accounts officer (November 1, 2015 - Continuing)**

Muhibunnessa Foundation

Company Location : Torongo-7,Mojumdari, Sylhet, Bangladesh

Duties/Responsibilities:

Monitoring the project & supervise the foreign visitors

3. **Audit Officer (May 15, 2015 - October 31, 2015)**

Patakuri Society

Company Location : Sreemongol

Department: Aduit

4. **Assistant Teacher (July 1, 2013 - January 27, 2014)**

Starlight Academy & College

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance & Banking	Leading University, Sylhet	CGPA:3.56 out of 4	2012	2 Years
MBS	Accounting	National University	First Class, Marks :65%	2011	2 Years
BBS(pass)	Business Studies	National University	Second Class, Marks :57.75%	2009	3 Years
HSC	science	Sylhet govt.college sylhet	CGPA:2.8 out of 5	2005	2years
ssc	science	Raja G.C. high school.sylhet	CGPA:3.88 out of 5	2002	2years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Fire service & civil defense	rescue	Fire Brigade of Bangladesh	Bangladesh		2009	4days

Professional Qualification:

Certification	Institute	Location	From	To
Admin Assistant & Accounts	SSKS	Sylhet	April 16, 2017	January 9, 2018

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Present Salary	: Tk. 15000
Expected Salary	: Tk. 18,000
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: China, Italy, New Zealand, Albania
Preferred Organization Types	: Banks, Computer Hardware/Network Companies, NGO, Trading or Export/Import, Consulting Firms, Buying House, Audit Firms /Tax Consultant, Airline, Travel Agent, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Computer operating	Ms Word, Ms Excel, Power point

Extra Curricular Activities:

Fire service training, BNCC, Rotaracting

Language Proficiency:

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

Personal Details :

Father's Name : M. Mantaj Mia
Mother's Name : Sahera Begum
Date of Birth : July 15, 1985
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Contact Address: Vill. - Purbo Shadatikor, Asha # 83/B P.O -Sylhet-3100.
DIS- Sylhet, Bangladesh.
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Tanvir Ahmed Torophder	Abdullah Ibna Monir
Organization	: Foreign Ministry	White Products & Electronics Limited
Designation	: Assistant Secretary	Executive, store & Accounts
Address	:	white products & Electronics Limited (A Rangs Company) Zonal Office, House # 03, Road # 34, Block # D Shahjalal Uposhahar , Sylhet-3100
Phone (Off.)	:	+0821727818
Phone (Res.)	:	01973_185069
Mobile	: 01711026212	01827_871114
EMail	:	abdullahmonir.rangs@gmail.com
Relation	: Academic	Relative