

Last Updated : **October 4, 2018**

KABIR AHMAD

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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:

Fire Service Training, Rotaracting, BNCC,

Employment History:

Total Year of Experience : 3.9 Year(s)

1. **Administrative Assistant (October 1, 2018 - Continuing)**

Chemonix International, Advancing Universal Health coverage Project, Surjer Hashi Network

Company Location : Sylhet

Department: Accounts

Duties/Responsibilities:

Manage financial & Administrative work

2. **Admin Assistant (April 1, 2017 - September 30, 2018)**

SSKS(Sylhet Samaj Kollayan Songstha)

Company Location : Upashahar, Sylhet.

Department: Accounts & Finance

Duties/Responsibilities:

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

3. **Area Officer (January 23, 2017 - April 10, 2017)**

Brac International

Company Location : Bahubo, Habigonj

Department: Credit Section

Duties/Responsibilities:

Loan Disbursements

4. **Manager cum Accounts officer (November 1, 2015 - December 31, 2016)**

Muhibunnessa Foundation

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

Duties/Responsibilities:

Monitoring the project & supervise the foreign visitors

5. Audit Officer (May 15, 2015 - October 31, 2015)**Patakuri Society**

Company Location : Sreemongol

Department: Audit

6. 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
Manager Cum Accounts	Shuvhani Enterprise	Sylhet	November 1, 2016	April 14, 2017
Credit Officer	Brac International	Bahubal	July 23, 2015	June 30, 2016
Audit Officer	Patakiri Society	Sreemangal	May 16, 2014	June 30, 2015

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 18000
 Expected Salary : Tk. 15,000
 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
• 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 white products & Electronics Limited
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Relation	: Academic	Relative

