

## KAZI NAZMUL ISLAM

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### Career Objective:

Seeking a challenging position in a reputed firm to use and improve my skills in planning, analyzing and project coordination.

### Career Summary:

Experienced professional with planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.

### Special Qualification:

- . Coordination skills with which to develop cordial relationships with other supervisors and complete projects
- . Able to handle more than one project simultaneously
- . Documentation skills for documenting project schedules

### Employment History:

**Total Year of Experience : 1.8 Year(s)**

#### 1. Executive ( November 7, 2015 - Continuing)

##### **Bangladesh Association of Software & Information Services (BASIS)**

Company Location : BDBL Bhaban (3rd Floor - East), 12 Kawran Bazar, Dhaka -1215.

Department: Training Coordination

##### **Duties/Responsibilities:**

1. Providing course specific advice to students
2. Conduct the placement test to select the appropriate trainees for a specific training program
3. Review online applicants' CV
4. Course promotion and recruitment
5. Assessing applications for admission in various training programs
6. Conducting orientation sessions with the trainer
7. Evaluate student achievement & Monitor student progress
8. Coordinate dissemination and collection of Student-Instructor Evaluations
9. Coordinate course activities including the development of innovative teaching strategies
10. Provide students with course syllabus that includes broad course objectives, course schedule, grading policy, expectation of academic integrity, policy for missed exams

11. Create and facilitate a classroom climate that is conducive to student learning and academic integrity, handling student complaints and concerns regarding the training program, regular communication with the students regarding class cancelation, make up class etc.
12. Maintain trainee management system (TMS)
13. Maintain Social Media Sites (Facebook page, Group)

## 2. Intern ( October 6, 2013 - January 5, 2014)

### **The City Bank Limited**

Company Location : Al-Amin Center(7th Floor), 25/A, Dilkusha C/A, Dhaka-1000

Department: Trade Services

#### **Duties/Responsibilities:**

1. L/C opening
2. Operating L/C payments moods
3. Documents checking
4. Transmitting L/C
5. Bangladesh Bank Online Payment
6. Bangladesh Bank Online Acceptance

## Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Accounting & Information System	Jahangirnagar University	CGPA:3.22 out of 4	2015	1.5 Years
BBA	Finance	Northern University Bangladesh	CGPA:3.29 out of 4	2013	4 Years
HSC	Science	Savar Model College	CGPA:3.8 out of 5	2009	2 Years
SSC	Science	Radio Colony Model School	CGPA:4.44 out of 5	2007	10 Years

## Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Delivering Positive Customer Experience through Personal Excellence	• Part 1: Understanding Customer Experience (CEX) concept • Part 2: How to deliver positive Customer Experience (CEX)	BASIS Institute of Technology & Management (BITM)	Bangladesh	BDBL Bhaban , 12 Kawran Bazar, Dhaka - 1215.	2016	4 Hours
Mastering Facebook		BASIS Institute of Technology & Management (BITM)	Bangladesh	BDBL Bhaban, 12 kawran Bazar, Dhaka-1215	2016	3 Days

Training Promotional Strategies and Data Analysis		BASIS Institute of Technology & Management (BITM)	Bangladesh	BDBL Bhaban , 12 Kawran Bazar, Dhaka - 1215.	2016	4 Hours
Customer Support & Services	1.Basic Concepts of Customer Support & Services 2. Communicating Effectively With Customers For Support 3. Building a Strong Foundation 4. Continuously Improving Customer Support & Services	BASIS Institute of Technology & Management (BITM)	Bangladesh	BDBL Bhaban, Kawran Bazar, Dhaka-1215	2015	1 Month

#### Professional Qualification:

Certification	Institute	Location	From	To
PGD FIA (Finance & internal control)	Bangladesh Institute of Management Studies	GA-9/3, Progoti Sharani, Shahjadpur, Gulshan	March 3, 2017	March 3, 2017

#### Career and Application Information:

Looking For : Mid Level Job  
 Available For : Full Time  
 Preferred Job Category : Accounting/Finance, Production/Operation  
 Preferred District : Dhaka  
 Preferred Organization Types : NGO, Multinational Companies, Financial Consultants

#### Specialization:

Fields of Specialization	Description
MS Access MS Word/Excel/PowerPoint/OneNote Accounting Finance Customer Support/Client Service	<ul style="list-style-type: none"> <li>• Having the ability to work under pressure, ready to take challenge at any time and sense of doing the right thing at right place at right time.</li> <li>• Having a good competency over analyzing and analytical ability for problem solving, go through root of the problem and bring out the possible best solution.</li> <li>• Having an excellent competency in speaking, reading and writing in English &amp; Bengali and can communicate successfully in different situations.</li> </ul>

### Extra Curricular Activities:

- Actively involved in arranging university programs like film festivals, blood donation, cultural programs, study tour of university and school etc.

### Language Proficiency:

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

### Personal Details :

Father's Name : Kazi Abdur Rouf  
Mother's Name : Nurun Nahar  
Date of Birth : October 17, 1992  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : 56/1 Jaleshur, Savar, Dhaka  
Current Location : Dhaka

### Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Farhana Rob Shampa	Talukder Mohammad Shabbir
Organization	: Northern University Bangladesh	BASIS Institute of Technology & Management (BITM)
Designation	: Senior Lecturer in Finance	Deputy Chief Coordinator
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Relation	: Academic	Professional