



## KAZI MUNASIBA KABIR

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### ABOUT ME

To own a job that possesses task identity and which has substantial impact on the lives as well as serve the organization with merit, diversity and commitment.

### PERSONAL PROFILE

Father's name : Kazi Md Humayun Kabir  
Mother's name : Towfika Akhter  
Date of birth : April 28, 1985  
Nationality : Bangladeshi  
Marital status : Married  
Religion : Islam  
Sex : Female  
Blood group : B+

### EXPERIENCE

<b>Client Relationship Manager</b>	<b>STAFF INDIA Ltd.</b>
April 2017 to December 2018	Full-time Resource
<b>Corporate Affairs&amp;Accounts</b>	<b>DROOM LTD.</b>
August 2014 to March 2017	Full-time Resource
<b>Certifications Assistant</b>	<b>CONTROL UNION BANGLADESH</b>
January 2013 to June 2014	Full-time Resource
<b>Articled Student</b>	<b>ACNABIN CHARTERED ACCOUNTANTS</b>
June 2011 to December 2012	
<b>Product Promotion Officer</b>	<b>SHAH CEMENT INDUSTRIES LTD.</b>
May 2009 to April 2010	Full-time Resource

### RESPONSIBILITIES PERFORMED

<b>STAFF INDIA Ltd.</b>	Finalize service agreement and get client onboard. Maintain communication with all clients regularly to understand their requirements and expectations, fulfill as per company policy. Ensure proactive and timely resolution of issues as they arise. Collaborate with HR and IT department and exchange information, identify potential disruptive element in the process and eliminate it before it put the service at risk. Damage relationship with client. In liaison with HR, carry out periodic performance review of contractor assigned to clients; ensure client's expectations are met. Ensure both the company and clients adhere to contract terms,NDA.
<b>DROOM LTD.</b>	Receive payment Statement, Payroll, HRD. Corporate clients maintaining.
<b>Control Union Bangladesh</b>	Verifying the presence and amount of organic material in a final product. Tracks the flow of a raw material from the source to the final product and this process is certified by an accredited third party. Assist to establish a system for tracking and documenting the purchase, handling use of certified organic cotton fiber. Make use of the corrective action plan combined with the standard to deal with discrepancies. Verifying documents for certification and issuing final certificate.
<b>ACNABIN Chartered Accountants</b>	Bank audit. Fixed Assets Management Consultancy.
<b>SHAH CEMENT INDUSTRIES LTD.</b>	Visit corporate customers on regular basis &Generate sales. Achieve corporate sales target and acquire new corporate accounts. Recommended products to customers. Retention of existing company by meeting up their demands. Determine new opportunities by analyzing business needs.

## REFERENCE

### Tahmina Rahman

Manager- Payroll,HRD.  
BRAC (Head Office)  
+880 171 1371223  
tahmina.r@brac.net

### Khairul Alam

Manager-Staff India  
+880 171 178 7214  
khairul.sylbd@gamil.com

## EDUCATION

Gaibandha Govt. Girls High School	SECONDARY SCHOOL CERTIFICATE (S.S.C)
2001	Board : Rajshahi, Group : Science, Passing Year: 2001, Result : 4.13 (GPA)
Gaibandha Govt. Women's College	HIGHER SECONDARY CERTIFICATE (H.S.C)
2003	Board : Rajshahi, Group : Business Studies , Passing Year : 2003, Result : 3.10 (GPA)
University of Rajshahi	BACHELOR OF BUSINESS ADMINISTRATION (BBA)
2007	Department of Management, Passing Year: 2007 Result: CGPA - 3.00 (Out Of 4.00)

## SKILLS

- QuickBooks & Xero Online (Accounting Software).
- MS Word, MS Excel, Power Point & Adobe Photoshop
- Self-motivated and flexible mentality to own the organization

## HOBBIES



Film



Photography



Music



Reading