**Gulfjobseeker.com CV No:** **854694**

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**PERSONAL STATEMENT**

To be an efficient and successful Manager, where I can demonstrate confidence, to earn new experience, to work in an environment where creativity and sense of commitment get priority.

# KEY QUALIFICATIONS

# I have an excellent educational background with high scores which would help me to facilitate the Business field of any Company. I have *Second Position in BBA* and *Fourth position in MBA*, in merit list from Dhaka University. And I have experience of working in international companies previously; I can easily cope up with the environment and can manage to take strategic decisions as well. I’m well conversant with MS Office suite, outstanding at report writing, Excellent at presentation, have adopted with fast moving work places, good organizer and fine at providing support to the mentor. I am Hardworking, Adaptable, and Flexible at timing, Quick Learner, Energetic & eager to learn, Able to plan work & events, Good team player, Calm at difficult circumstances, very good at communication, can work under pressure and can be flexible at any conditions.

**EDUCATION**

**ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS 2010- till date**

ACCA London, UK

# Studying

|  |  |
| --- | --- |
| **UNIVERSITY OF DHAKA,** Masters in Business Administration (MBA) Holding CGPA 3.73 (on 4.00 Scale). **Fourth Position** Concentration: Human Resource Management  |  **2005-2006**  Dhaka, Bangladesh  |
|  |  |
| **UNIVERSITY OF DHAKA,** Bachelors in Business Administration (BBA) Holding CGPA- 3.71 (on 4.00 Scale), **Second Position** Concentration: Management  |  **2001- 2005**  Dhaka, Bangladesh  |
| **Viqarunnisa Noon College,** Completed the Higher Secondary Certificate program under the National Education Program in the First division with Star. Concentration: Business Studies  |  **1999- 2001**  Dhaka, Bangladesh  |
| **Viqarunnisa Noon School,** Completed the Secondary School Certificate program under the National Education Program in the First division with Star. Concentration: Business Studies  |  **1997- 1999**  Dhaka, Bangladesh  |

# PROFESSIONAL HISTORY:

|  |  |
| --- | --- |
| **BAC, Concern of British American Education Group**Business Development Consultant & Senior Lecturer of Management,**BAC, Concern of British American Education Group**Head,Counsel Department**TJX Europe Inc** Customer Relationship Supervisor **Unze by Shalimar ltd.** Trainee Manager **OXFAM GB** Assistant Finance Officer |  July 2011- Till DateDhaka, BangladeshFebruary 2011- June 2011 Dhaka, Bangladesh August 2010-February 2011  Putney. UK  May 2009- August 2010  London, UK February 2008- September 2008 DHAKA, BANGLADESH  |
| **SPARSHO Boutique & Crafts** Marketing & Promotional Consultant  | August 2007-January 2008 DHAKA, BANGLADESH  |
| **STANDARD CHARTERED BANK** Client Relationship Officer, Internship  | April 2007-July 2007 DHAKA, BANGLADESH  |
|   |   |

**PERSONAL INFORMATION**

Date of Birth :14/05/1984