

IBRAHIM KAUSER ABIR

E-mail: ibrahimkauserabir@gmail.com

Mobile: 01871192440

**OBJECTIVE**

To face challenges using knowledge, perception and innovation to pursue long term success career in dynamic and professional environment of any organization through my attitude, hard work, dedication and determination. Strengthening organizational goals and help reach those devoting potentials acquired throughout professional and non-professional activities.

PROFILE

Excellent in proposal preparation and management, competent in administrative, managerial & communicative activities, outstanding command on computer applications MS Excel, MS Word, PowerPoint, Internet browsing, first-rate in organizing, supervision and follow up of seminars, workshops and training programs in diverse topics. Have creative potentials applicable to different circumstances in managerial positions.

EDUCATION

Name of Degree	Result	Passing Year	Institution
M.B.A(Accounting)	3.71 out of 4	2019	Shanto Mariam University of Creative Technology
B.B.A(Accounting)	3.45 out of 4	2017	Shanto Mariam University of Creative Technology
H.S.C	4.90 out of 5	2011	Safiuddin Sarker Academy & College
S.S.C	4.88 out of 5	2009	Safiuddin Sarker Academy & College

COMPUTER / TECHNICAL SKILLS

- ☐ Basic Computer Knowledge (Fundamental Of Computer)
- ☐ Microsoft Office Program (M.S-word, Excel, Power-Point, Access)
- ☐ Have good knowledge in computer software & internet application.
- ☐ Have the basic Knowledge on Green Software & TallyERP9.

LANGUAGE SKILLS

- ☐ Bengali, English is both for writing & speaking.
- ☐ Hindi is known only for speaking.

TRAINING / CERTIFICATION DETAILS

LICT TOP-UP IT Training for BPM Accounting & Finance

Duration: 160 Hours

Short Course on “English Proficiency Course”

EXPERIENCE

- Having experience of 5 years as an Assistant Teacher Cum Accountant at Hazi M.A. Goni High School.

- 2 years experience of working as a Sales Accounts Officer at Tuba Trade.
- 1 year experience of working as a Sales Representative at Pran RFL Group.

STRENGTHS

- ☐ Strong leadership skills.
- ☐ Ambitious and target oriented.
- ☐ Good managerial & communicative competency
- ☐ Excellent in using computer applications

PERSONAL INTERESTS

Travelling, Reading books, Newspaper, Magazines, Playing cricket, Football, Badminton.
Watching movies.

PERSONAL INFORMATION

Father's Name	:Md. Kauser Alam
Mother's Name	:Feroza Yasmin
Present Address	:Mudafa, Tongi, Gazipur.
Permanent Address	:Do
Marital Status	:Married
Date Of Birth	:19-10-1994
Nationality	: Bangladeshi
Religion	: Islam
Height	:5.6 inches
Blood Group	: B+ (Positive)

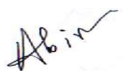
REFERENCES

Mir Abdullah Shahneaz
Course Co-ordinator
Shanto Mariam University Of
Creative Technology.
Mobile – 01717428206 ,

Mohiuddin Khondokar Sajib
Lecturer
Shanto Mariam University Of
Creative Technology.
Mobile – 01682378244

Respectfully yours
Ibrahim Kauser Abir

Signature



Date: