

Curriculum Vitae of Md. Tanvir Ahamed Chy.

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■ CAREER OBJECTIVE:

To build career in a competitive work environment where there are ample opportunities for self improvement as well as career development through learning.

■ EDUCATIONAL QUALIFICATIONS:

Masters of Business Administration (MBA):

Department: Finance
Core Courses: Foreign Exchange & Risk Management, Financial Cases, International Business, Management of Financial Institution, Fixed Income Securities, Corporate Governance etc.
University: University of Dhaka
Result: 2.79.
Passing year: 2015

Bachelor of Business Administration (BBA):

Department: Finance
Core courses: Corporate Finance, Financial Management, Portfolio Management, Project management, Derivative Instruments, Financial Valuation, Financial Accounting etc.
University: University of Dhaka
Result: CGPA 2.81 in scale of 4.
Passing year: 2013.

Higher Secondary School Certificate Examination (HSC):

Concentration: Business Studies
Institution: Nizampur University College, Mirsharai, Chittagong.
Result: GPA 5.00 in scale of 5.00
Passing year: 2009
Board: Chittagong.

Secondary School Certificate Examination (SSC):

Concentration: Business Studies
Institution: Mithanala R.D. High School, Mirsharai, Chittagong.
Result: GPA 5.00 in scale of 5.00
Passing year: 2007
Board: Chittagong.

■ WORK EXPERIENCE:

NZ GROUP (JANUARY 2017- PRESENT)

Finance & Accounts

JOB RESPONSIBILITIES:

- To document all supporting and vouchers related to financial statement.
- To reconcile and compare accounting data.
- Obtaining, checking and maintaining accounts through understanding of the financial statement and general ledger structure.
- To coordinate external audit team.
- Assist in preparing financial statements.

FABRICATORS BANGLADESH LTD. (OCTOBER 2014 - MAY 2015)

Accounts & Commercial

JOB RESPONSIBILITIES:

- Preparation of both online and offline invoice.
- Sending documents to various related parties for collection of payment.
- Prepare monthly petty cash budget.
- Maintain cash & bank book, general ledger book etc.
- Ensure safety of corporate documents and ensure confidentiality of information.

INTERNSHIP:

ONE BANK LTD. (MARCH 2014 - JULY 2014)

Job responsibilities:

- Prepare Excel and Word documents as required by the management.
- Help the potential clients in account opening through instructions.
- Use company reports to compare and analyze current deposits, loans, profits, export, import etc.
- Notify the management about clients' loan recovery condition.

■ PERSONAL ATTRIBUTES:

- Have patience and good at time management.
- Have a zeal for learning new things.
- Able to work with people from different background.
- Possess good inter-personal qualifications.
- Able to work in the team in information-sharing environment.
- Systematic in work and self-motivated.

■ COMPUTER SKILLS:

- Capacity to use STATA and E-views for statistical analysis and financial modeling.
- Ability to make complex financial analysis using MS-Excel
- Good presentation skill using MS-Power Point
- Ability to prepare business reports.
- Microsoft Office 2007, 2010 .

■ LANGUAGE PROFICIENCY:

Language	Reading	Writing	Speaking
English	Good	Good	Fair
Bengali	Excellent	Excellent	Excellent

■ INTERESTS AND HOBBIES:

Reading stories & novels, Travelling, Swimming, Cycling etc.

■ ACHIEVEMENTS:

- Chittagong Education Board Scholarship for excellence in the Higher Secondary School Certificate Examination 2009.
- Chittagong Education Board Scholarship for excellence in the Secondary School Certificate Examination 2007.

■ EXTRA-CURRICULAR ACTIVITIES:

- Actively participated on debating on behalf of the college.
- Member of blood donating group BADHON.
- Was captain of school cricket team for several times.
- Assist in organizing FIN-FEST 2011 & 2012 of Department of Finance, University of Dhaka.

■ PERSONAL DETAILS:

Name: Md. Tanvir Ahamed Chy.
Father's name: Md. Aktaruzzaman Chy
Mother's name: Hamida Aktar
Date of Birth: 1st January, 1991
Gender: Male
Nationality: Bangladeshi
National ID: 19911515365000362
Marital status: Single
Permanent address: Amanullah Bhuyan Bari, Vil, +P.O: Mithanala, Mirsharai, Chittagong.

■ REFERENCES:

Name	G M Chowdhury	Md. Fazlur Rahman Chowdhury
Designation	Professor	Additional Deputy Managing Director & Head of South Zone.
Institution	IBA, University of Dhaka	ONE Bank Ltd.
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