

IMAMUL KADIR



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EXPERIENCE

Filing Lead – Wall Street Docs – WSD

(June 1st, 2024 to till date.)

- Managing and maintaining the core workload, ensuring it contains precise and pertinent information.
- Assigning tasks to team members, ensuring equitable distribution of responsibilities.
- Receiving files in a timely manner, conducting thorough reviews, and submitting them to the U.S. Securities and Exchange Commission (SEC) to adhere to regulatory requirements.
- Providing training to new team members, assigning daily tasks, and monitoring their work quality and efficiency.
- Assisting team members with any issues they encounter and ensuring the smooth operation of the filing process.

Assistant Team Lead - Apurba Technologies Ltd.

(September 15th, 2023 to May 31st, 2024)

- Managing and maintaining the core workload, ensuring it contains precise and pertinent information.
- Assigning tasks to team members, ensuring equitable distribution of responsibilities.
- Receiving files in a timely manner, conducting thorough reviews, and submitting them to the U.S. Securities and Exchange Commission (SEC) to adhere to regulatory requirements.
- Providing training to new team members, assigning daily tasks, and monitoring their work quality and efficiency.
- Assisting team members with any issues they encounter and ensuring the smooth operation of the filing process.

Filing Specialist – Apurba Technologies Ltd.

(March 2021 to September 15th, 2023)

- Converting Word documents into web pages tailored for various banks in the United States.
- Thoroughly reviewing and editing files while comparing them to the original Word document to ensure consistency and accuracy.
- Converting, editing, and submitting the files to the U.S. Securities and Exchange Commission (SEC) to meet regulatory requirements.

Analyst – Business Development – IMPIT Ltd.

(November 2020 to February 2021)

- Analyzing data to derive insights and make data-driven recommendations for the company's development.
- Managing U.S. based clients through daily phone communication, ensuring their needs and expectations are met.

ACADEMIC BACKGROUND

- B.Sc. in Computer Science and Engineering** **CGPA: 3.70**
Daffodil International University, Class of 2020
Undergrad Thesis Title: [aEye: SAFE NAVIGATION IN FOOTPATH FOR VI-SUALLY IMPAIRED USING COMPUTER VISION TECHNIQUES](#)
- Higher Secondary Certificate (H.S.C)** **GPA: 5.00**
Group: Science
Notre Dame College, Class of 2014
- Secondary School Certificate (H.S.C)** **GPA: 5.00**
Group: Science
Kishoreganj Govt. Boys' High School, Class of 2012

ACHIEVEMENT

Board Scholarship - General, 2006

Primary School Certificate Exam

Board Scholarship - General, 2012

Secondary School Certificate Exam

PUBLICATIONS

Bangla Music Genre Classification Using Neural Network

Md. Afif Al Mamun, **Imamul Kadir**, Abdullah Al Azmi, AKM Shahariar Azad Rabby, SMART 2019, Moradabad, India. (IEEE)

DOI: [10.1109/SMART46866.2019.9117400](https://doi.org/10.1109/SMART46866.2019.9117400)

SKILLS

Languages: JavaScript, PHP, Python

Web Development: HTML, CSS, Bootstrap, jQuery, WordPress, React, Flask

IDE/Tools: VS Code, Git, GitHub, Android Studio, MySQL Workbench, phpMyAdmin, Adobe Dreamweaver, Code::Blocks, Microsoft Office

Database Systems: MySQL, Microsoft Access

Operating Systems: Windows (7–10), Linux (Ubuntu)

UNDERGRADUATE PROJECTS

Portfolio Website: Developed portfolio website, live at: imamulkadir.github.io . *Technology Stack:* JavaScript, HTML, CSS, jQuery, Bootstrap

Text Recognition: An android app to detect text from live images. *Technology Stack:* Firebase ML Kit, Java.

Covid-19 Self-Assessment: A simple website to identify if an individual needs to consult a doctor or not regarding the symptoms he/she has. *Technology Stack:* HTML, CSS, Bootstrap, JavaScript.

Calculator: Simple calculator with basic operation. *Technology Stack:* HTML, CSS, Bootstrap, JavaScript.

CERTIFICATIONS

Front-End Web UI Frameworks and Tools: Bootstrap 4

Certificate: coursera.org/share/321af908e09f3f8e04c347a9612c21c6

Website Development (HTML, CSS) – Intermediate

Certificate: udemy.com/certificate/UC-67bbd294-e4cd-4c93-b725-12a8062ffd53

HTML, JavaScript & Bootstrap – Certification Course

Certificate: udemy.com/certificate/UC-47a54e2e-5049-4af8-9bb8-d7d142e9e7a9

The Complete WordPress Website Course

Certificate: udemy.com/certificate/UC-2a1ee347-e146-4b74-9b54-7eb064d5f7c2

Certified Facebook Marketing Professional | CPD Accredited

Certificate: udemy.com/certificate/UC-6ea421cd-b0f1-4887-a9e9-e2203b100378

Email Writing & Etiquette: Business Communication at Work

Certificate: udemy.com/certificate/UC-7bbab084-948a-496e-b653-0f2ebb5143fc

INTERESTS

Academic: Problem Solving, Data Analyzing, Web Development.

Personal: Reading, Writing, Gaming, Travelling, Listening to Music.

REFERENCES

Arif Arman

Assistant Manager, Technical Sales,
AIIM Global Limited,
Kawran Bazar, Dhaka, Bangladesh
Email: arif.arman@aiimglobal.com

Subroto Nag Pinku

Software Developer,
Siemens Digital Industries Software,
Plano, Texas
Email: subroto.npi@gmail.com