

## PERSONAL INFORMATION **Abdun Noor Anik**



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LinkedIn [www.linkedin.com/in/abdun-noor-anik-b58223117](http://www.linkedin.com/in/abdun-noor-anik-b58223117) Sex Male | Date of birth 05/12/1995 |  
Nationality Bangladeshi

### WORK EXPERIENCE

- 2019 Intern (Katahira & Engineers International JICA Clearing house)
- 2018 Quality Control & Quality Assurance  
JFE Engineering Corporation  
OSJI Joint Venture Kanchpur, Meghna and Gumti 2<sup>nd</sup> Bridges Construction and Existing Bridges Rehabilitation (JICA Project)
- 2017 Intern  
Dutch-Bangla Bank Limited  
1 Dilkusha Commercial Area, 1000 Dhaka  
(Bangladesh) [www.dutchbanglabank.com](http://www.dutchbanglabank.com)

### EDUCATION AND TRAINING

- 2020 Post Graduate Diploma in Supply Chain Management  
ISCEA BANGLADESH
- 2019 Master of Business Administration (MBA)  
American International University – Bangladesh  
Major in Marketing  
CGPA: 3.37 out of 4.00
- 2017 Bachelor of Business Administration (BBA)  
American International University - Bangladesh  
Accounting & Finance  
CGPA: 3.51 out of 4.00
- 2014 Higher Secondary Certificate  
SOS Hermann Gmeiner College, Dhaka (Bangladesh)  
GPA : 5.00 out of 5.00
- 2012 Secondary School Certificate  
SOS Hermann Gmeiner College, Dhaka (Bangladesh)  
GPA : 5.00 out of 5.00

## PERSONAL SKILLS

Mother tongue(s): Bengali

Other Language's: English

**Communication skills** - good communication skills gained by communicating with foreign friends, and Office colleagues  
- excellent presentation skills gained from presenting powerpoint presentation during academic period and office.

**Organizational / managerial skills** - Played as a team leader among four members for Quality Control of Gumti 2<sup>nd</sup> Bridge constructon.

- Managed the work schedule and material supply schedule for bridge construction.
- Good organizational skills gained from organizing the work schedule of workers and supervisors
- Played as a disciplined team member and successfully completed all assigned group tasks in university and office.

**Job-related skills** - Able to Work Under pressure, Self-Motivated, Punctual, Team work, Decision Making, Good listener, Leadership, Adaptability, Creativity, Flexibility.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

- Experienced Operating Sage 50 (ERP software)
- Have knowledge about Accounting Information System
- Good command over Microsoft office suit ( ms word, powerpoint, excel, ms project)
- Able to Operate ERPNext (A Free & Open source ERP)
- Typing Speed (English): 50 wpm
- Able to make web page using Prestashop

**References Nusrat Fatema**

Project Coordinator  
Katahira & Engineers  
International JICA Clearing  
House project Mobile:  
01748628826  
Email: nusrat.tanha@gmail.com

**References Khan Mohammad Bilal**

Additional Secretary  
Govt. of People's Republic of  
Bangladesh Chief Executive Officer  
(CEO)  
Dhaka South City Corporation  
Nagar Bhaban, Fulbaria, Dhaka-1000, Bangladesh  
Tel : +88029563510  
Email : cceo@dhakasouthcity.gov.bd

**References Mohammad Faridul Alam**

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Department of Accounting  
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