

Akmar Anwar



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96, Muradpur, Chattogram



PROFILE

Executive-Info Centre with 2+ years of experience and Corporate sales executive with 1.5 years of experience organizing sales and accounts related work, Preparing reports, and maintaining the utmost confidentiality. Possess a **BBA in Accounting** and expertise in Microsoft Office. Looking to leverage my knowledge and experience into your company.

PROFESSIONAL EXPERIENCE

Executive-Info Centre

United Hospital Limited 2018- Present

- Schedule and Doctors meetings, appointments, and travel arrangements for consultants.
- Trained as Executive during a period of probation period to ensure attention to detail and adherence to company.
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports of office ..
- Type documents such as correspondence, drafts, memos, and emails, and prepared reports weekly for department.
- Doctors Hunt for Chattogram Information Centre.
- Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices.
- Maintaining Trade license renewal activities.
- Manage Health clinic campaign in Chattogram.
- Visit Doctors chambers to increase patient count.

Corporate Sales Executive Epic Energy Co.

- Creating presentation, and present it to the corporate meetings.
- Corporate Dealings preparation.
- Making strategies depending on market demand.
- Developed new strategies and business ethics for company.
- Maintaining sales report.
- Arranging corporate functions.
- Corresponding with clients directly.

Diagnostic Supervisor, CSCR PVT LTD.

- Manage & Supervise all the departments.
- Scheduling Doctors for USG.
- Making Diagnostic Environment perfect.
- Salary sheet and attendance checking.
- Maintaining Leave files and equipments for office.
- Arranging Daily weekly meetings.
- Creating notices and corresponding the problems that doctors facing and provide solution.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

ACCOUNTING : 3.08(4)
BGC TRUST UNIVERSITY
BANGLADESH

HIGHER SCHOOL CERTIFICATE

COMMERCE: 4.60 (5)
CHITTAGONG METROPOLITAN
COMMERCE COLLEGE

SECONDARY SCHOOL CERTIFICATE

COMMERCE: 4.56 (5)
GOVT MUSLIM HIGH SCHOOL.

KEY SKILLS

Strong communication



Analytical thinking, planning



Problem solving



Tolerant and flexible



Team leadership



Organization & Determination



Personal Information

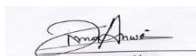
Father's Name	:	Nurul anwar
Mother's Name	:	Hasina Aktar
Date of Birth	:	January 1, 1994
Gender	:	Male
Marital Status	:	Married
Nationality	:	Bangladeshi
National Id No.	:	19941595707000726
Religion	:	Islam
Permanent Address	:	Ali Ahmed bari, Patiya Head Office, Patiya, Chattogram 4370
Current Location	:	Muradpur, Chattogram

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Training	Basic Computer	Bangladesh Youth Development Institute.	Bangladesh	Chittagong	2012	6Months

Reference

Name	:	Mr. Rokan Khan	Mr. Kazi Md Faisal
Organization	:	EX:Mutual Trust Bank Limited	UNITED HOSPITAL LIMITED
Designation	:	EX.SIVP	Sr.Executive
Address	:	Chittagong	Chittagong
Mobile	:	01815633633	01914001210
Relation	:	Relative	Professional



Signature