

Nayem Kabir
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Career Objective

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently

Education Qualification

Program: Bachelor of Business Administration (BBA)

Institution: IUBAT-International University of Business Agriculture and Technology
Major: Finance and Banking
CGPA: 3.10 out of 4

Higher School Certificate

Institution: Cambrian College
GPA: 5 out of 5
Group: Business Studies

Secondary School Certificate

Institution: Motijheel Govt. Boys High School and College
GPA: 5 out of 5
Group: Business Studies

Work Experience

Accounts Officer at Maksons Spinning Mills Ltd. (From April 2018 to Continue)

Responsibilities:

1. Maintain records of business costs.
2. Handle general account queries.
3. Handle accounts payable and receivable.
4. Reconcile accounts with the general ledger.
5. Provide cash salary to the worker.

Customer Manager at Grameenphone Ltd. (From January 2015 to April 2016)

Responsibilities:

1. Manage large amounts of incoming calls.
2. Identify and assess customers' needs to achieve satisfaction.
3. Resolve product or service problems by clarifying the customer's complaint.
4. Prepare product or service reports by collecting and analyzing customer information.
5. Meet personal and team sales targets and call handling quotas.

Award

- Rewarded Excellence Certificate for securing SGPA-4 for Fall 2016 (9th & 11th semester) at IUBAT
- Achieved Volunteer Certificate for arranging HR day at IUBAT

Co-Curricular Activities

- Working as a Promotional Executive of IUBAT Finance Association
- Participated in HSBC-IBA Business Case Competition and Workshop (Year-2017)

Professional Skills

1. Excellent mathematics and accounting knowledge and skills
2. Strong communication skills, both written and oral, and experienced proofreading and double checking to eliminate errors
3. Experienced in all payroll-related administrative tasks and responsibilities
4. Organized professional with experience multitasking effectively and without errors
5. Technological native familiar with all standard accounting software

Computer Skills

Operating System : Windows 7

Application Software : Microsoft Office

Language Skills

Bengali : Fluent in both speaking and writing

English : Fluent in both speaking and writing

Personal Details

Present Address : 18/1/A (1st floor) Middle Bashabo. Dhaka

Permanent Address : Village: Bongshi, PO: Khasher Hat, District: Laxmipur Date of

Birth : 24th April 1995

Blood Group : B+ (Positive)

References

Md. Mamun Hasan

Senior Officer (Procurement)

MAKSONS GROUP

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Md. Arif Ahsan

Lecturer -College of Business

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