

PERSONAL INFORMATION



Chotan Chowdhury

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CAREER OBJECTIVE

Looking for a management position in an organization which will honour my academic knowledge of finance, expertise on advance excel, professional experiences, team building capacity, ability to work under pressure and organizing skill to stimulate its organizational goals.

EDUCATION

Master of Business Administration (MBA) Finance, University of Chittagong. 3.59 out of 4.00	
Bachelor of Business Administration (BBA) Finance, University of Chittagong 3.54 out of 4.00	2017
Higher Secondary Certificate (HSC) Business Studies, Government College of Commerce GPA 5	2016
Secondary School Certificate (SSC) Business Studies, Nasirabad Government High School GPA 5	2012
	2010

EXPERIENCE

Quantum Foundation, Chattogram Center. HR & Admin Officer Managing donor pool and keeping their financial records by Daily Cash Management, making cell & branch wise reports. Organizing self developmental program, negotiating and dealing with the stakeholders positively. Serving as anchor as well as mentor in specialised programs.	<i>1st October 2018 - Present.</i>
Bank Asia Limited Intern Performing selective general banking activities.	<i>August 2018 - October 2018</i>
21st Batch, Department of Finance, University of Chittagong Class Representative Leading 105 students of the respective batch. Designing class schedule and communicating with faculty members for smooth functioning of the overall activities related to that class.	<i>Session 2016-2017 -</i>
Chittagong University Quantum Meditation Society(CUQMS) Convener Organizing monthly self developmental program for the students of Chittagong University, maintaining relationship with the member of the meditation society.	<i>2016 - 2018</i>

TECHNICAL SKILLS

Statistical Data Analysis (Basic), Analysis of Dataset using SPSS, Advanced Excel, MS Word, MS PowerPoint, MS Outlook.

PROJECTS

'Laboratory Experiment on Consumers' Behavior Analysis' Worked as Research Assistant with Mr.Mohammed Ziaul Haque; Associate Professor, Department of Finance, University of Chittagong.	<i>15days</i>
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ACHIEVEMENTS & AWARDS

Awarded merit based scholarship from University Grant Commission (UGC) in 2018.

Awarded Scholarship by 'Chattogram Zilla Foundation' in 2013.

Awarded for Securing 6th Position (Out of 756 Examinees) in 'HSC Test Examination' by Principal, Government Commerce College in 2011.

Awarded 'Dutch Bangla Bank Foundation Scholarship 2010'.

Awarded Scholarship by Board of Intermediate and Secondary Education, Chittagong in 2010.

Awarded 'Prothom Alo Kriti Shikkharti Award 2010'

Awarded 'Medhabi Shikkharthi Award' by 'Amader Bondhon Bangladesh' in 2010.

Awarded 'Angkor Kriti Shikkharthi Award' in 2009.

COURSES & CERTIFICATIONS

'Freelancing with Statistical Data Analysis' at instructory.net.in '

'Financial Risk Analytics' by Dr. Abhinanda Sarkar at greatlearning

'Reading Financial Statements' by Corporate Finance Institute

'Communication Skill', 'Corporate Grooming' & 'Business English' at muktopaath.com.

"Advance Excel Training 2018" by Institute of Corporate Communication

ACTIVITIES

Entrepreneurship Development Programme" – April 2018; Organized by Industries Service Centre, BSCIC, Chattogram.

Participated in Active Citizens Youth Leadership Training Program organized by Birtish Council.

Participated as an active server in one of the largest medical camp named as "Day Long Free Medical Camp" at Lama, Bandorban.

Worked as the head of the teachers management committee at the very first international Conference on "Finance for Sustainable Growth and Development" - February 2018; Organized by Department of Finance, Chittagong University.

Organized National Debate Competition "Communication in Action (CIA)" in 2017 by Finance and Business Debating Association (FBDA).

Participated in training workshop on "Raising Awareness regarding insurance" organized by Bangladesh Insurance Sector Development Project (BISDP), June 20, 2019

REFERENCE

Professor Dr. Mohammed Shamim Uddin Khan - "University of Chittagong "

Ex Chairman, Department of Finance

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