

GOLAM SHAHRIAR KABIR
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CAREER OBJECTIVE

Work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

EXPERIENCE

- **Suntex** 01/05/2019 - Continuing
Accounts Executive
 - Maintaining daily ledger of the company
 - Maintaining stock and debtors accounts
 - Collection of debt
 - Checking and filing all the import documents of the company.
 - Handling all the bank related activities of the company.
 - Building monthly reports of sales and debtors.
- **Banglalink Digital Telecommunication Limited** 31/01/2016 - 31/04/2016
Intern
 - Filing and maintaining all the documents of the procurement department.
 - Assist in the due diligence process of the vendors.
 - Acquiring and checking all the due diligence related documents from the vendors.
 - Building Comparative statements for the procurement.
 - Arranging meetings for my department.

EDUCATION

- **North South University**
Master of Business Administration
3.18 out of 4.00
2017 to 2019
- **North South University**
Bachelor of Business Administration
2.81 out of 4.00
2011 to 2016
- **Maple Leaf International School**
GCE Advance Level
2 As
2009 to 2011
- **Maple Leaf International School**
GCE Ordinary Level
3 As, 3 Bs and 1 C
1996 to 2009

TECHNICAL SKILLS

- Microsoft excel
- Microsoft powerpoint
- Microsoft word
- SPSS

INTERESTS

- Sport: Table Tennis, Billiard, Football and Cricket
- Movies: Avenger: endgame, wolves of wall street and The social network

EXTRACURRICULAR ACTIVITIES

- I was former member of North South MBA club in 2017 and assisted in organizing the orientation programs of new students in NSU.
- Assisted in organizing at blood donation drive 2015 in North South University and was handling all the records of every blood donor.
- Worked as a Volunteer at Free Birds Club cricket tournament in 2013 where I assisted in fundraise for the tournament and maintained the supply chain of the materials needed.
- Worked as a Volunteer at Annual Cultural Evening in North South University in 2013 where I maintained and handled the audience and also assisted in the procurement of the Event.

PERSONAL STRENGTHS

- Communication Skills
- Flexibility and Adaptability.
- Quick learner.
- Stress tolerance.
- Decision making skills.

PERSONAL PROFILE

- Date of Birth : 26/07/1993
- Marital Status : Single
- Nationality : Bangladeshi
- Known Languages : English and Bangla

REFERENCE

Golam Sarwar - "Suntex"

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Yaasir Quader Abedin - "Jubilant Golden Harvest"

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