



# Shahadat Hossain

## PROFILE

Business Administration graduate and an ACCA candidate with drive and initiative, thorough attention to detail, with excellent time management and task prioritization skills. Seeking a position in a competitive firm with ample opportunity for professional growth and career advancement. Committed to performing all tasks with the highest level of professionalism and competence. Proven capability in office administration, record keeping and performing customer-oriented tasks.

## CONTACT

PHONE:  
+8801817537222  
+8801310337300

EMAIL:  
shahadat.roman@gmail.com

## SKILLS

### Language Skills:

- Excellent Communication Skill
- Fluent in Bengali
- Excellent in English. Scored 7.5 in IELTS (with no less than 6.5 in any part).

### Computer Skills:

- Expert Microsoft Office Word, Excel and PowerPoint User.
- Practical knowledge in R Studio.

## WORK EXPERIENCE

**BRAC Institute of Governance and Development (BIGD) in collaboration with Columbia University in the City of New York | Research Analyst (Part-time)** | Project name: Coronavirus impact on the RMG sector of Bangladesh  
September 2020 – January 2021

- Conducting Phone Interview
- Filling Data into Database through CAPI
- Arranging Data for the Research Associates

**White Seasons Ltd. | Sr. Executive, Operations**

January 2013 – July 2020

- Overseeing financial and accounting positions of the company.
- Supervising supply chain and coordinating with garments chemical suppliers.
- Tracking day-to-day expenses and other operational functions.
- Planning and monitoring marketing strategies with the marketing team to meet sales targets.

**Converga Australia (Certified Agent for Australia Government Post Office) | Team Member (Part-time)**

January 2012 – December 2012

- Processed and mailed documents under deadlines.
- Assisted clients and Australian Government by maintaining their mail accounts and corresponding with the customers from all over the world.

**Unitech Products (BD) Ltd | Executive, Corporate Sales**

June 2010-December 2010

- Monitored and maintained existing customers' relations with the company.
- Explored and researched the market to create new opportunities for the company by creating new customers.

## REFERENCES:

1. **K M Nazrul Islam**  
Managing Director, White Seasons Ltd.  
Ph: +8801999525252  
email:nazrulsiphone@gmail.com

2. **Riyashad Ahmed**  
Assistant Professor of Finance &  
Director of Research, BRAC Business  
School, BRAC University.  
Ph:+8801716926228  
email: riyashad@bracu.ac.bd

## EDUCATION

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**DCCI Business Institute | Post Graduate Diploma in Customs, VAT and Income Tax Management**

Expected Certification Date: March 2022

**BRAC University | Executive Master of Business Administration**

September 2019 – December 2020

Major: Finance and Banking | CGPA: 3.78 (in 4 points scale)

**Macquarie University, Sydney, Australia | Coursework in Master of Professional Accounting |**

February 2011-December 2012

**North South University | Bachelor of Business Administration**

January 2005 – December 2009

Major: Finance and Accounting

**Rajuk Uttara Model School and College | Higher School Certificate (H.S.C)**

Passing year: 2004 | Concentration: Science | GPA: 4.10 (in 5 points scale)

**Banani Bidyaniketon | Secondary School Certificate (S.S.C)**

Passing Year: 2002 | Concentration: Science | GPA: 4.38 (in 5 points scale)

## TRAINING

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**LCBS Dhaka | Tally ERP Prime for Accounting, Inventory & Payroll Management** | Expected Certification Date: November 12, 2021.

**Institute of Statistical Research and Training, University of Dhaka | R for Data Analytics** | February 7th to March 11th, 2021.

## PROFESSIONAL DEGREES AND QUALIFICATIONS

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**Association of Chartered Certified Accountants (ACCA) |**

Expected Completion Date: December 2024

## AWARDS AND ACHIEVEMENTS

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- Completed Executive MBA Program from BRAC University with distinction.

## EXTRA CURRICULAR ACTIVITIES

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Member of NSU Sangskritik Shongothon, NSU photography Club & NSU sports club (won inter university football tournament during 2007 & 2008)