



Shahadat Hossain

PROFILE

Business Administration graduate 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. An ACCA candidate.

CONTACT

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+8801817537222
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shahadat0287@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) | Research Analyst (Part-time)

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) | 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

Director, MBA and EMBA Programs,
Graduate School of Management,
Brac University.
Ph:+8801716926228
email: riyashad@bracu.ac.bd

EDUCATION

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

LCBS Dhaka | Tally.ERP 9 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

Association of Certified Chartered Accountants (ACCA) |

Expected Completion Date: December 2024

AWARDS AND ACHIEVEMENTS

- Completed Executive MBA Program from BRAC University with distinction.

EXTRA CURRICULAR ACTIVITIES

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