

Farhan Shahriar Abir



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Objectives

To be a perceptive learner and best performer in your esteemed organization by exerting my skills and other significant talents.

Academic Background

Degree: Bachelors in Business Administration Institution: University of Liberal Arts Bangladesh Major: Marketing Year: 2019	Degree: Advanced Levels Institution: British Council Board: Edexcel Pearson International Group: Commerce Year: 2014	Degree: Ordinary Levels Institution: Oxford International School Board: University of Cambridge Group: Science Year: 2010
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Professional Experience

1. Organization: Consigliari Private Limited (May 2019 – Continuing) Position: Research Associate
2. Organization: AHI MOTORS LTD. (Jan 2018 – Feb 2019) Position: Sales Executive & Brand Officer
3. Organization: ULAB (Nov 2017 – Jan 2018) Position: Teacher's Assistant
4. Organization: ULAB (Aug 2015 - Jan 2016) Position: Content writer and Club Coordinator
5. Organization: Probashi Bangla Development (Feb 2012 – May 2013) Position: Junior Accounts Executive

Proficient Skills

- Computer Skills:**
 - Proficient in Microsoft Office & G Suite
 - Others: Fast Typing speed with good accuracy.
- Language Skills:**
 - Bengali (Mother Tongue)
 - English
 - French

Leadership Experiences

Research Associate at Consiglieri Private Limited

Major Responsibilities:

- Responsible for preparing technical proposals for securing chance to work for national and international clients (including government organizations, International non- governmental organizations and private agencies)
- Assist lead researcher and other research associates in collecting, analyzing, and presenting primary and secondary data
- Coordinate survey data collection
- Prepare findings and update databases to include newfound information alongside conducting primary and secondary research to collect information.
- Create research summaries in multiple formats, including spreadsheets, PowerPoint presentations, graphs & standards, and report writing
- Responsible for preparing study and project reports
- Handling necessary administrative paperwork and other documentation needed for project validation and research quality control
- Responsible for maintaining liaison with local and international clients
- Responsible for maintaining all forms of communication with team members, clients and relevant stakeholders to ensure activities are completed within deadline and undertaking follow up to resolve issues
- Responsible for any other assignment given by supervisor as well as on emergency requirement basis

Sales Executive & Brand Officer at AHI Motors LTD.

Major Responsibilities:

- Conducting market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through networking and social media
- Setting up meetings with potential clients
- Delivering appropriate presentations on products and services
- Negotiate/close deals
- Handling customer complaints
- Reviewing sales performance

Teacher's Assistant at University of Liberal Arts Bangladesh

Major Responsibilities:

- Assistance and instruction to students
- Worked one-on-one with students to help them understand and apply principles taught by the classroom teacher
- Organizing homework, tests, and papers

Content Writer at Co-Curricular office, University of Liberal Arts Bangladesh

Major Responsibilities:

- Content Writer and Editor for Co-Curricular Magazine
- Maintaining regular club activities to enhance skills and learning
- Event Organizer

Junior Accounts Executive at Probashi Bangla Development Limited

Major Responsibilities:

- Responsible for preparing journal entries
- Updating and completing general ledger operations

- Monthly closings and preparation of monthly financial statements
- Reconcile and maintain balance sheet accounts
- Administer accounts receivable and accounts payable
- Monitor and resolve bank issues
- Assist with preparation and coordination of the audit process
- Responsible for any other assignment given by supervisor

References

<p>Kamrul Hasan Director Operations Consiglieri Private Ltd. Contact: 01711 505 001 Email: kamrul.hasan@consiglieri.com.bd</p>	<p>Nafees Imtiaj Ahmed Senior Lecturer Coordinator ULAB School of Business Contact: +880-2-966-1255, +880-2-966-5686 Email: nafees.imtiaj@ulab.edu.bd</p>	<p>Nasir Uddin Director Probashi Bangla Development Limited Contact: 01732 77 1404 Email: nasirmustafa24@yahoo.com</p>
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