

## OBAYED CHOWDHURY

23, Monipuri para, Tejgaon, Dhaka -1215, Bangladesh.  
Mobile No: + 8801624502556  
Home phone: 9133725, E-mail: obayed13@gmail.com.



**Objective** : Ready for a new challenge. Seeking a position where I can utilize my skills in the areas including teaching, human resource, accounting, auditing, financial management and business administration.

### Work Experiences:

**Company Name** Daffodil International University (DIU)  
**Address** 102, Shukrabad, Mirpur Road, Dhanmondi, Dhaka, Bangladesh.  
**Designation** Coordinator of HRDI  
**Experience** 9 years & 01 month, Since 15 May, 2011 to till now.

**Company Name** IFIC BANK Ltd. (Moulvi Bazar Branch).  
**Address** 6/1, Mokim Katra, Dhaka-1100, Bangladesh.  
**Designation** Internship  
**Key Responsibilities**

- ✓ Open or close an account of savings and credit.
- ✓ Manage cash receipt/payment.
- ✓ Inward & Outward mail register from external or internal.
- ✓ Prepare cheque book issuing and pay order drafting.
- ✓ Prepare day to day debit/credit voucher.

### Academic Qualification:

Degree / Exam	Institutions / Board	Major / Group	C.G.P.A / G.P.A	Passing Year
MBA / Master of Business Administration	Daffodil International University	Finance	3.73 / 4.00	2012
BBA / Bachelor of Business Administration	Daffodil International University	Finance	3.66 / 4.00	2009
HSC / Higher Secondary Certificate	Dhaka Commerce College	Commerce	4.40 / 5.00	2005
SSC / Secondary School Certificate	Kochi Kontha Uchcha Bidyalaya	Commerce	4.00 / 5.00	2003

## **Professional Skills**

### **Business Communication Skills:**

- ▶ Writing memo, letters, reports and meeting agenda.
- ▶ PowerPoint presentations.
- ▶ Great relationship building skills.

### **Language Proficiency:**

Commendable proficiency in English and Bengali.

### **Computer Skills:**

Knowledge in Ms Word, Ms Excel, Ms PowerPoint, E-mail, Internet browsing, Adobe Photoshop, Adobe Illustrator, ERP (DIU) etc.

### **Training Experience:**

- ✕ **UI / UX Design** from Shikhbeshobai Training Institute
- ✕ **Building an E-Commerce Website** from EMK Center
- ✕ **Graphics Designing** for MSME from EMK Center
- ✕ Course Title: **Practical SEO** (Search Engine Optimization), Institute Name: BASIS Institute of Technology & Management (BITM).
- ✕ **Professional Graphics Design** course completed from Creative IT Institute.
- ✕ Accomplished Training on ‘**Statistical Package for Social Sciences (SPSS) and Writing Articles for Journal**’ at Daffodil International University.
- ✕ **Paper Published:** A paper title “**Inculcating Soft Skills In Tertiary Level Students**” was published on E-Journal on Language Practice & Information Technology 2018 at Malaysia was organized by worldconferences.net. - Umam Mustain, Yusuf M. Islam, Obayed Chowdhury & Shekh Moniruzzaman  
Paper link (ISESS 18): <http://worldconferences.net/journals/glit/papericssr/Mustain.pdf>

### **Personal Attributes:**

- ❖ Accurate Accounting Skills
- ❖ Broad Administrative Skills
- ❖ Highly Numerical & Literate
- ❖ Strong Analytical Skills
- ❖ Efficient Organization Skills
- ❖ Time Management Skills
- ❖ Positive “Can Do” and “Will Do” Attitude
- ❖ Great Relationship Builder with exceptional networking abilities
- ❖ Effective Problem Solving Skills

- ❖ Excellent Customer Service
- ❖ Excellent Negotiation & Mediation Skills
- ❖ Quick Learner, Flexible and Extremely Adaptable

#### Personal Information:

**Name** : Obayed Chowdhury  
**Date of Birth** : 13<sup>th</sup> January, 1988  
**Father's Name** : A.M. Hamed Chowdhury  
**Mother's Name** : Rowshan Ara Rashid  
**Permanent Address** : 23, Monipuri Para, Dhaka -1215  
**Contact Number** : 01624502556  
**Marital Status** : Single  
**Religion** : Islam  
**Nationality** : Bangladeshi  
**NID Number** : 8677210422

#### References:

**1. Professor Dr. Yousuf Mahbubul Islam**

Advisor of HRDI & Professor  
 Department of Software Engineering  
 Daffodil International University  
 Phone: 01711876909  
 E-mail: ymislam@daffodilvarsity.edu.bd

**2. Prof. Dr. F. A. Sobhani**

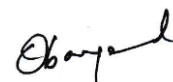
Professor  
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 United International University  
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**3. Md. Ahasan Habib Badsha**

General Manager (Accounts)  
 East West Property Development (Pvt.) Ltd.  
 Bashundhara Group  
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 Mobile # 01819402959

#### Acknowledgement:

I, Obayed Chowdhury, hereby declare that the information given above are complete and accurate and understand that any deliberate misrepresentation on this Curriculum Vitae may cause rejection or recession of the intention for which I may use the Curriculum Vitae.



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(Obayed Chowdhury)