

**AHMED NAJIN KHAN CHOWDHURY**

44/1, Avenue-5, Block-C, Aftabnagar, Dhaka

Phone: +8801732985979, +8801852257344

Email: [ahmednajin@gmail.com](mailto:ahmednajin@gmail.com)

NID: 19933728208000079

**Career Objective**

I want to be a part of a progressive organization where I will be able to achieve organizational goals by utilizing my experience and knowledge as well as organizational, leadership, analytical and communication skills attained through my experience and extra-curricular activities

**Experience**

**2 Feb’20-Continuing**

**27 May’18-31 Jan’20**

**5 Sept’17-5 Dec’17**

**ACI Limited**

Working as ***Supply Chain Officer*** under **APFL (ACI Pure Flour Limited)**

**Responsibilities**

* Manage & keep track of quality, quantity, stock levels, delivery times, logistics costs and keep documentation of the purchase and bills
* Developing vendors based on the offered compliance, credit period, and price and delivery schedule and negotiate further for warranty support, quality, and other specifics
* Sourcing product from the supplier as per order with the best price as per requisition
* Monitoring market price of Materials and updating market intelligence
* Responsible for monthly, quarterly and annual reporting to management
* Communicate with internal departments like Operation, Accounts, and logistics to ensure proper coordination
* Coordinate with the Accounts in obtaining the approval & finalize with vendor and release of the purchase order

**Crown Cement**

Working as an Accounts ***Officer*** under **Finance & Accounts** Department

**Responsibilities**

* To entry daily collections and payment voucher
* To entry L/C voucher and bills
* To reconciliation bank statement
* To fill AR/AP voucher filling
* Assisting Accounts and Finance department for preparation of monthly, quarterly, half yearly and annual accounts
* Making payments and keeping the bills paid
* Managing cash flow and liquidity issue

**BRAC Bank Limited**

Worked as an ***Intern*** in **Recruitment & Relationship Department**

**Responsibilities:**

* Identifying the needs of current and future employee demands and organizational, divisional, departmental and individual development needs
* Focusing on recruiting activities aimed at attracting the right candidates for the job and recruiting activities
* Conducting the interview process
* Keeping a record of employee’s performance, achievements and challenges

**Education**

**2018- 2020 Masters of Business Administration**

BRAC University **|**CGPA: **3.39/ 4.00** (Enrolled) **|** Concentration:Supply Chain & Operations Management and Finance

**2013– 2017 Bachelor of Business Administration**

BRAC University **|** CGPA**: 3.09 / 4.00 |** Concentration: Finance and Accounting

**2009-2011 Higher Secondary Certificate (H.S.C)**

Satkhira (Day & Night) Degree College **|** GPA: **4.00 / 5.00 |** Business Studies

**2007-2009 Secondary School Certificate (S.S.C)**

Satkhira Govt. High School **|** GPA**: 4.00 / 5.00 |** Business Studies

**Extra- Curricular Activities**

* Performed as a valuable team player at ***Amateur Champions Trophy’19***
* ***President*** of Cricket BRAC University Club from Feb’17-Aug’17
* ***Vice President*** of Cricket BRAC University Club from Jan’16-Jan’17
* Published a Conference Paper on the topic: “Affecting Factors for the Fluctuation in Stock Price” in International Conference on Business and Management (ICBM 2019) on April’19
* Associated with **Finance & Logistic Department** of ***CBU*** Club from May’14-Aug’17
* Worked as a **Research Assistant** in **ICBM’17**
* Organizer of “Inter Semester Cricket Championship-2017” (ISCC) presented by the club ***CBU***
* Organizer of 6th and 7th “BRAC University Premier League” (BUPL) on 2016 and 2017
* Published a Conference Paper on the topic: “A Critical Literature Review on the Comparative Analysis between Principles versus Rules Based Accounting Standards” in International Conference on Business and Management (ICBM 2017) on September’ 2017
* ACCA Business-Accounting Case Competition” in 2017
* “Presentation Skill” Certificate in 2014
* Certificate for “Spelling Bees” in 2014

**Trainings:**

* **“Explore your power success & happiness through team building”** arranged by Crown Cement Group on 20th June, 2019 and learnt how to build working team more efficient to achieve organizational goals through performing different activities
* **Professional Skills Development Program** (PSDP) arranged by Career Services Office, BRAC University from ***Jan’17 to Aug’17***. Includes: Self-Assessment, Networking, Occupational and company research, Resume writing, Skills and job search, Interview preparation
* **Residential Semester (Summer 2014)**: Three months’ residential semester covered with several training, theory, seminars, workshop and practical learning. Studies included: Social lab, Different seminars, Language training, Time management skills, Group exercise, Site visit etc
* Md. Zahidur Rahman  
  Assistant Manager

Finance & Accounts  
AERO SPEED INT’L LTD  
Contact: +8802987211618

E-mail: [zahidur.rahman@maskargobd.com](mailto:zahidur.rahman@maskargobd.com)

**Skills**

* IT: SAP (Systems Applications and Products) ERP Software, Microsoft Excel, Microsoft Word, Microsoft PowerPoint
* Linguistic: English (Proficient), Bengali (Native)

**Interpersonal Skills**

Adaptability | Team work | Self-managed & Self-confidence | Stress tolerance | Critical analysis | Negotiation | Ethical Sensitivity | Organized & Hardworking | Reasoning & Analytical skills | Problem solving & Decision making ability

**References**

* Anisur Rahman (Anis)

Branch Manager

Mirpur Corporate Branch

BRAC Bank Limited

Contact: +8801730356758

E-mail: anisurrahman.anis[@bracbank.com](mailto:anisurrahman.anis@bracbank.com)

I do hereby confirm you that all information provided above are true and I will be solely responsible if any discrepancy is found.

**Ahmed Najin Khan Chowdhury**