***MOHAMMED HUMAYUN KABIR***

Address: Uttara Group of Companies, (Uttara Motors ltd.)

Uttara Centre, 102, Shahid Tajuddin Ahamed Sarani, Tejgaon, Dhaka 1208.   
Mobile No 1: 01924269873, 01704169367  
E-mail: [humayunkabir1076@gmail.com](mailto:humayunkabir1076@gmail.com)

***CARRIER OBJECTIVE***

To acquire any position that would fit my field of expertise and that would meet the requirements needed by the journey.

***Career Summary:***

I have successfully completed my B.B.A and M.B.A, Major in Accounting & Information System that have proven skills to manage and generate quality information including day to day sales & MIS management for organizational development.

***Special qualification:***

1. Hardworking, good team leader, ability to adapt in any given situation.

2. Familiar with different offer packages for business goal.  
3. Good knowledge in SAP, OSP, IMS &E RP software.  
4. Self-motivated, enthusiastic and sincere.

*EMPLOYMET HISTORY*

***Executive-MIS-June 11, 2017 to continue***

**Uttara Group of Companies (Uttara Motors Ltd.)**

**Location: Head Office**

**Department: Sales & MIS**

***Duties Responsibilities***:

1. Vehicle Type approval & Maker Code from BRTA.
2. CKD approval (completed knock down) from BRTA.
3. Competitors import data compile & price update.
4. Collect all promotional/Offer activities Bill from customers & dealers data.
5. Competitors import data compile & price update.
6. Documents update & entry on OSP software.
7. Police verification, Customers problem & Branches problem solution.
8. Daily retail & stock report compile.
9. Dealer customers /sales data collection from branches.
10. All kinds of BRTA & CNS customer problem solution likes (online problem correction from BRTA & which is wrongly entry occurred).
11. Any others assignment assigns by management time to time.

***ACCADEMIC QUALIFICATION***

***M.B.A (Masters) Accounting***

Institute : Jagannath University

Academic Session : 2017 to 2019

Result : C.G.P.A.-3.03 (Out of 4.0)

Subject : Accounting Information System (AIS)

***B.B.A (Hon`s) in Accounting***

Institute : Prime University

Year of Passing : 2014

Result : C.G.P.A.-3.09 (Out of 4.0)

Subject : Accounting

***Higher Secondary Certificate (HSC)***

Board : Comilla

Institution : Nawab Foyzunnesa Govt. College.

Group : Business Studies

Year of Passing : 2008

Result : G.P.A.-3.50 (in scale of 5.0)

***Secondary School Certificate (SSC)***

Board : Comilla

Institution : Goharvhanga High School

Group : Business Studies

Year of Passing : 2006

Result : G.P.A. - 4.00 (in scale of 5.0)

***LANGUAGE EFFICIENCY***

Good at writing and oral communication ability in English and Bengali.

***COMPUTER SKILL***

Have good knowledge of using, Microsoft Office Application Windows10, Software, Internet Browsing & E-Mailing.

***HOBBY***

Traveling, Reading book, playing games & Reading Newspaper.

***PERSONAL INFORMATION***

Father’s Name : Mohammed Rafiqul Islam

Mother’s Name : Mrs.Jaheda Begum

Date of Birth : 1, Sep’1989

Nationality : Bangladeshi by birth.

Sex : Male

Marital Status : Married

Religion : Islam.

District : Cumilla

Height : 5’ 5”

Blood Group : A (+)

Permanent Address : Village-Ashodia, P.O-Juktikhola Bazar,

P.S-Lalmai , Dist-Comilla.

Present Address : Same as Permanent Address

***REFFERENCE***

**Reference: 1 Reference: 2**

Name :**Mr.Md.Sultan Ahmed** Mohammad Shofiqul Islam

Organization : National Bank Limited. Jagannath University

Designation : Ex-Vice-President Associate Professor

Mobile : 01822922907 01711030301

**I hereby declare that all information’s are given above correct to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **MOHAMMED HUMAYUN KABIR**