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| **Mailing Address:** | AHMADUL BARI  DOB:- 25th December, 1993 |
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| **Internship Objective** | Seeking a job opportunity at your very prominent organization that will enhance my skills to create future gateways. |

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| **Core Competences** | * **a.** 4 years’ work experience. **b.** PGDFM and MBA. **c.** Polyglot: Bangla, English, Hindi. * Accomplished 3 website, single resort management software, 8 banners, 3 2D animations. |
| * Handled more than 15 foreign Guests projects. |
| * Competent computer skills especially MS-Word, Excel, PowerPoint; HTML, CSS. |
| * Assisted more than 25 staff and more than 60 volunteers recruitment. |

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| **Current Job**  (November 2019 to  Continue) | Student of IT | **Java (J2EE) Programmer ongoing project**  IsDB BISEW Scholarship program |
| Program  Accomplishment**:** | * Accomplished 2 web site projects by HTML, CSS & JS. * Single desktop software made by java swing. * A newspaper website made by Angular 6 Technology. * Familiarity with My-SQL data base. * Sound skill of Facebook and YouTube marketing. * Basic PC maintenance, assemble and trouble shooting. |

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| **A. Past Job History**  ( Sep 2019  to  July 2017) | Job Title : | Executive- HR and Admin  Bay Economic Zone (BAY GROUP) |
| Job Accomplishment: | * Coordination of incoming / outgoing of Directors, Donors, Office guests as well as staff on international and national flights. Include with hotel reservations and national flight reservations with reporting to the HR/Admin Manager. * Responsible for office maintenance as well as all other related issues assigned by HR/Admin Manager * Use the Log frame tool effectively for developing Concept Note for Director, Donors as well as Guests. * Follow up on office administration activities and Director Sir’s house issues. * Assist as managers, staff different departments of the organization when necessary. * Assist update and manage project document filing and storing (both physical as well as Online- Google Drive, Drop-box). * Ensure all employees’ files are updated and include the required documents and information. |

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| **B. Past Job History**  (|May 2017  to  Aug 2016) | Job Title : | Jr. Executive Commercial and Accounts  Awrum Sweater Ltd. |
| Job Accomplishment: | * Assisted update and manage bank document as B2B LC, LC filing and storing (both physical as well as Online- Google Drive, Drop-box). * Ensured all buyers’ files are updated and include the required documents and information. * Petty cash handled and journal ledger posted into Tally ERP. * BL, EXP Collection and Submission. |

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| **C. Past Job History**  (|June 2016  to  Dec 2014) | Job Title : | Jr. Executive Sales and Marketing  Rangs Electronics (SONY) Bangladesh. |
| Job Accomplishment: | * Sales plan, forecasting and meet target. * Maintained relationship with new and existing stakeholders * Visited different corporate office for getting order. * Assisted team member to reach the goal, client hunting. * Responsible for quotes to buyers and handling order confirmation.. |

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| **Academic Qualification** | **Exam Title** | **Major** | **Institute** | **Result** | **Passing Year** |
| Programing Language Diploma | J2EE | IDB-BISEW  TCLD, Kakrail | - | 2020 |
| PGDFM | Financial  Management | Bangladesh Institute  of Management (BIM) | CGPA: 03.30 out of 04.00 | 2018 |
| Masters of Business Administration (MBA) | Accounting | University of Development Alternative | CGPA: 03.32 out of 04.00 | 2016 |
| Bachelor of Business  Admiration (BBA) | Accounting | University of Development Alternative | CGPA: 03.34  out of 04.00 | 2015 |
| HSC | Commerce | St. Joseph Higher  Secondary School | CGPA: 04.10  out of 05.00 | 2010 |
| SSC | Science | Lalmatia Boys High School | CGPA: 03.80  out of 05.00 | 2008 |

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| **Computer**  **Training**  **Summary** | **a**. Diploma in Computer Programming Language JAVA J2EE  **b**. Frontend Web Design (HTML CSS, Bootstrap)  **c.** Advance MS- Excel and Power Point  **d.** PC assembling and basic IT support.  **e.** familiarity with Adobe Illustrator, GitHub technology; |

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| **Extra-Curricular Activities** | Debate; Fund collection and distribution for flood affected people as well as under privileged children, Basketball, Cricket; Traveling, Cooking. |

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| **References** | **Particulars** | **Ref.- 01** | **Ref.- 02** | **Ref.- 03** |
| Name | Md. Rajaul Islam | Abdullah Hasan | Mahbub Mukul |
| Org. | IsDB-BISEW | Media Mix Communication | Dhaka Shishu-Kishor Foundation |
| Designation | Trainer Java and Spring | Director | Chief Coordinator |
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| Relation | Professional | | |



Ahmadul Bari