



# Samadur Rahman Chowdhury

**Date of birth:** 19 Jan 1997 | **Nationality:** Bangladeshi | **Gender:** Male | **Phone number:**

(+880) 01632552969 (Home) | **Email address:** [samadchowdhury78@gmail.com](mailto:samadchowdhury78@gmail.com) |

**Skype:** live:.cid.357c2279615e52a4 |

**Address:** Binoysree, Ward No-08, Rajnagar, Moulvibazar., 3200, Sylhet, Bangladesh (Home)

## ABOUT ME

Hello! I am very mindful, dedicated and passionate about learning, computing, innovating, and decision-making. I have been working as an Accounts Assistant for about two years and specialize in the area of accounts, promotion, and organization development. My educational qualifications expanded my knowledge and enhanced skills in my area of expertise.

I have always had a different interest in photography and videography, these passions are constant source of inspiration for me. I do gardening in my free time and love connecting with like-minded peers.

I believe in hardship and trying to live as simply as possible. Whether through my work, creativity, or connecting with others, I am always on the lookout for new opportunities to learn and grow.

## EDUCATION AND TRAINING

1 MAY 2016 – 18 JAN 2021 Sylhet, Bangladesh

**BACHELORS OF BUSINESS ADMINISTRATION** Metropolitan University

- Operational techniques (Market Research, Plan Development, Business Creation)
- Law (Business Law, Business Strategy and Policy)
- Accounting Information System (Data Collection, Data Processing, Data Storage, Reporting)
- knowledge of Business and Economic (Macro, Micro)

**Website** <https://metrouni.edu.bd> | **Field of study** Business Administration | **Final grade** 2.65 Out of 4.00

9 AUG 2015 Moulvibazar, Bangladesh

**HIGHER SECONDARY** Moulvibazar Govt. College

**Website** <https://mbgc.gov.bd> | **Field of study** Business Studies | **Final grade** 3.08 Out of 5.00

3 NOV 2023 – 10 NOV 2023 Sylhet, Bangladesh

**INTELLIGENT MANAGEMENT OF WORKING CAPITAL TO PROTECT BUSINESS CONTINUITY** Bdjobs Elearning Institute

**Website** <https://elearning.bdjobs.com>

1 AUG 2021 – 30 NOV 2021 Moulvibazar, Bangladesh

**GRAPHICS, WEB DESIGN AND FREELANCE** Moulvibazar Municipality

**Website** <https://municipalitymb.org>

## WORK EXPERIENCE

5 FEB 2022 – 31 JAN 2024 Moulvibazar, Bangladesh

**ACCOUNTS ASSISTANT** KADAMHATA JC ACADEMY

- Collected and analyzed income and outcome data,
- Maintained digital financial records,
- Compiled and updated expenses reports,
- Registered financial transactions within the online database,
- Delivered impactful communication between guardians,
- Contributed on budgetary and decision-making,
- Promotion through event management.

**Business or Sector** Education | **Department** Accounts Department

## ● LANGUAGE SKILLS

Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	B2	B2	B2	B1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ● DIGITAL SKILLS

MS Word | MS Excel | HTML and CSS | Java Scripts | Tally ERP9 | Microsoft Office | Google Suite (Doc, Slides, Form, Sheet, Drive) | Communication (Skype Zoom TeamViewer) | Adobe (Photoshop, InDesign, Dreamweaver) | Computer skills: Office, AutoCAD, Computer graphics, Internet | knowledge of presentation platforms (PowerPoint, Prezi, Canva) | WordPress and Wix

## ● HOBBIES AND INTERESTS

### Photography

I have a strong interest in event management, including photography. I developed my interest further by working part-time as a photographer at Amir Event Solution. Photography allows me to tell a story and preserve memories, which adds a personal and artistic touch to event planning.

### Decorating

I find great joy in transforming spaces to create the perfect ambiance for any occasion. The ability to transform a blank space into something visually stunning and memorable excites my enthusiasm, and I greatly participate in it.

## ● SOCIAL AND POLITICAL ACTIVITIES

10 FEB 2018 – CURRENT Sylhet

### British Council Active Citizen Youth Leadership

I am actively involved in various social activities aimed at bringing a positive difference in my community. I strongly believe in being against dowry and participate in spreading awareness about the detrimental effects of it, and promoting gender equality. I participated in planting tree that drives to save the environment and encourage sustainable livelihoods. I also support small vendors for the establishment of their businesses, and it helps to enhance their living standard. I care about the welfare of local dwellers by trying to develop and offer solutions to their problems whenever it possible.