

Kazi Tanvir Zahan

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Career Objective

To become a Corporate Professional with the highest level of competence and work in a challenging, multi-dimensional and performance driven working environment, where team-playing is the key, serving the employing organization with integrity in doing its operations.

Work Experiences

- **Mika Securities Ltd.**
(February 17, 2019- September 04, 2019)
Junior Executive
Tower Hamlet (3rd floor)
32, Kemal Ataturk avenue, Banani, Dhaka-1213, Bangladesh
- **LankaBannla Finance Limited**
Currently working
Business Support Officer
SMC Tower (17th floor)
33, Banani C/A Dhaka - 1213.

Academic Background

MBA (2018-2019)

CGPA (3.53 of 4.00)

Finance

American International University-
Bangladesh

BBA (2014-17) CGPA (3.37 of 4.00)

Accounting & Finance

American International University-
Bangladesh

HSC (2013) GPA (5.00 of 5.00)

Business Studies

Dhaka Commerce College

SSC (2011) GPA (4.63 of 5.00)

Business Studies

Mirpur Govt. High School

Extra-curricular

- Took part in poster presentation of Social Science at AIUB
- Participated in Business plan exhibition at AIUB
- Worked under a social group which mainly donates blood on emergency purpose

Sector of Skills

Professional skills:

- Self-motivated, assertive and can quickly learn new procedures and methods
- Dependable- can work minimal supervision, able to follow directions both oral and written.
- Able to under pressure and meet deadlines.
- Well-organized, efficient and punctual.
- Problem analysis, use of judgment and ability to face problem.

Interpersonal and Team work skills:

- Work well with a diverse group of people.
- Honest, friendly and excellent communication skills
- Demonstrated accuracy and attention to detail.
- Open minded and eager to hear others idea.

Personal Information

Father's name: Late Kazi Shahabuddin

Occupation: Govt. Service holder in BTCL

Mother's name: Mrs Swapna Shahabuddin

Occupation: Housewife

Date of Birth: 14 May, 1995

Blood Group: B+

Computer Skills

Well organized with Microsoft Office (Word, Excel, and Power point).

Linguistic Skills

Well efficient in verbal and written communication on Bengali and English.

Reference**Md. Joynal Abedin**

Assistant Professor

American International University-
Bangladesh

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Sheik Mohammad Rahmat Ullah

Assistant Manager, IDLC Finance
Limited

Credit Administration-Consumer
Operations Division

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