

MD. SAZZAD KABIR



✉ kabirmdsazzad@gmail.com
☎ +88 01926-865 352
🌐 <http://linkedin.com/in/sazzad-kabir-43620110b>
📍 House : SA-178, Uttar Badda, Dhaka

EDUCATION

Master of Business Administration (MBA)
University of Dhaka (2019)
Major: Accounting & Information Systems
CGPA: 3.58 out of 4.00

Bachelor of Business Administration (BBA)
American International University-Bangladesh, (2017)
Major: Accounting & Finance
CGPA: 3.80 out of 4.00

Higher Secondary Certificate (HSC)
Natonhat Public College (2012)
Group: Business Studies
GPA: 4.40 out of 5.00

Secondary School Certificate (SSC)
Jhikargachha M.L. Secondary School (2010)
Group: Business Studies
GPA: 4.44 on 5.00

PERSONAL SKILLS

Team player
Reliable
Strategic
Hard worker
Honest
Adaptable

LANGUAGES

English



Bangla



INTERESTS



Music



Sports



Movies



Reading



Tutoring



Cooking

OBJECTIVE

To develop myself as an outstanding and competent employee and obtain a challenging career in a dynamic organization where there is an opportunity to work with people in an environment of excellence as well as open a new dimension of understanding and learning required for success as a professional.

PROFESSIONAL QUALIFICATION

Name of the Institute: Institute of Chartered Secretaries of Bangladesh (ICSB)
Enrollment: Certificate Level - I

EXPERIENCE

United Enterprises & Co. Ltd.

Position : Executive
Department : Board Division
Period : May 15, 2023 – Till now

Associates with Secretarial works :

- Monthly Shareholding report submission
- Annual Return Submission
- Tax Certificate, Share Warrant Distribution
- Unclaimed Dividend Submission to CMSF

Bangas Limited

Position : Executive
Department : Corporate Affairs
Period : January 01, 2022 – May 14, 2023

Associates with Secretarial works :

- Monthly Shareholding report submission
- CDBL software related activities
- Other activities related to Annual General Meeting (AGM)

Haruner Rashid & Associates

Position : Executive
Department : Corporate Affairs
Period : February 01, 2021 – December 31, 2021

Job Responsibilities:

- Assist in Corporate Governance Audit for various listed companies.
- Assist in Company formation with Registrar of Joint Stock Companies and Firms.
- Submission of various types of statutory return & document filling to the RJSC.

EXPERTISE

Microsoft Word



Microsoft Excel



Microsoft PowerPoint



Finance



Accounting



Marketing



ACTIVITIES

- **Jan 2016:** Participated Finance speaks out 2.0 (Recruitment, Section, Leadership) organized by American International University- Bangladesh - Finance Club.
- **Mar 2018:** Training on Excel Pro 2.0 (Excel for Financial Modeling, Banking, Financial Management, Human Resource Management) from Association for Information Systems University of Dhaka Chapter for 1 Month.
- **Dec 2018:** Participated in MODEL CALIBRATION IN FINANCE (National Competition on Building Strategic Financial Model).

REFERENCE

Mohammad Faridul Alam
Assistant Professor
Accounting and Finance
American International University-
Bangladesh
E-mail: sumondcc@yahoo.com
☎ +88 01819-293 179

Md. Al-Amin, CDCS
Senior Executive Officer
Al-Arafah Islami Bank Limited
Bashundhara Branch,
Dhaka, Bangladesh
E-mail: amin3982@aibl.com.bd
☎ +88 01611-087 454