

Curriculum Vitae of Mohammad Ahsanul Kabir

Manager
Office of Media and Communication Department
Independent University, Bangladesh



Contact Information:

Mailing Address Living Nurjahan, Flat: A5, 453/B, Khilgaon, Taltola, Dhaka-1219.
Email esnkabir@gmail.com
Contact Number +88 01717 122465, +88 01515 687776
Linked in www.linkedin.com/in/mohammad-ahsanul-kabir-b391a1110

Objective:

To build my career in a well-reputed and emerging organization in a suitable position with the intention to work in a challenging and competitive environment where dignity of work provides job satisfaction and place of work provides potential avenues for learning, growing and achieving goal of the organization and developing my own career simultaneously.

Professional Experience:

1. Manager, Office of Media and Communication Department, Independent University, Bangladesh.

Duration: August 1, 2018 - Present

Duties and Responsibilities:

- a. Planning, organizing and coordinating the activities of the School / Department and their proper execution and assisting the Dean / Head of the Department.
- b. Counseling / advising the students whenever required.
- c. Scheduling of classes, tutorials, class tests, examinations etc. and posting grades in collaboration with the Dean / Head of the Department and the office of the Registrar.
- d. Providing necessary logistic support to the faculty members and the students.
- e. Arranging meetings, workshops & other activities in the School / Department in consultation with the Dean / Head of the Department.
- f. Liaison with various organizations, agencies and individuals and corresponding with them whenever necessary in consultation with the Head of the Department and other concerned offices of the University.
- g. Liaison with intra - university and inter - school offices, whenever necessary.
- h. Such other responsibilities as may be assigned to you from time to time by the authority.

2. Department Coordination Officer (DCO), Green Business School at Green University of Bangladesh.

Duration: November 19, 2015 - July 31, 2018

Duties and Responsibilities:

- a. Assist -Effectively planning, coordinating and directing of day to day departmental operations.
- b. Act as administrative assistant to the Head/Chairman of the Department.
- c. Ensuring that the academic and administrative processes are integrated to ensure effective management of the University.
- d. Arranging and attending departmental meetings and provide feedback.
- e. Observing monthly attendance report of faculty members and providing feedback to HR office.

- f. Report to the Registrar on daily basis regarding maintenance of class schedule and faculty attendance.
- g. Consulting and providing information to the top management, faculties, students, guardians and other concerns regarding academic program.
- h. Coordinate with the class schedule, class room distribution, notice disbursement, observing classes, keep & provide attendance file with other required logistic facilities as academic administrative processes to ensure effective complementation of the academic program.
- i. Supervising, guiding and monitoring MLSS to complete their assigned task effectively and efficiently.
- j. Any ad hoc duties assign by the management.

Internship:

Organization	Hong Kong Shanghai Banking Corporation (HSBC)
Department	Global Trade Receivable Funds (GTRF)
Time Period	16 January 2012 to 15 April 2012
Internship Report	Process of Local LC as an Exporter Bank

Academic Records:

Degrees	Institution & Board	Major/ Group	Result CGPA/GPA	Credits Completion	Duration
Masters of Business Administration (MBA)	American International University - Bangladesh (AIUB)	Finance	3.42 out of 4.00 scales	Credits Completed: 57 out of 57 credits	From summer 2012 to Spring 2014
Bachelor of Business Administration (BBA)	American International University - Bangladesh (AIUB)	Accounting & Finance	3.30 out of 4.00 scales	Credits Completed: 126 out of 126 credits	From summer 2008 to Spring 2012
Higher Secondary Certificate (HSC)	National Ideal College, Dhaka	Business Studies	4.20 out of 5.00 scales	-	Completion year: 2007
Secondary School Certificate (SSC)	National Bank Public School. Dhaka	Business Studies	3.88 out of 5.00 scales	-	Completion year: 2005

Training:

Training Title	Topic	Institute	Location	Year	Duration
Sharing Institutional Quality Assurance Cell (IQAC) Concept With Non-Academic Employees	Interpersonal and Organizational Communication	Institutional Quality Assurance Cell (IQAC), Green University	Green University of Bangladesh	2017	2 Days
Training On Customer Service Excellence.	Develop understanding on customer service excellence and standards	Green University Center of Excellence for Teaching and Learning.	Green University of Bangladesh	2016	3 Days

Workshop Summary:

- Workshop on Fostering High Performing Organization.
- Workshop on Survey Question for Employees and Non-Academics.
- Workshop on Team Building and Curriculum Review.
- Workshop on Office Etiquette, Manner and Protocol.

Skills:

- Good communication skill both in Bangle and English.
- Excellent communication and organizational skills
- Lead class projects on business development ideas and solutions to real-life business problems
- Develop PowerPoint decks for business presentations
- Computer skill in MS-Word, MS-Excel, Power-Point, E-mail, Internet.

Key Qualities:

- Strong appetite for leading and honest life and dignity.
- Aspiration to a career showing superior performance.
- Hard working, sincere and eager to learn.
- Ability to take responsibility.
- Team Player.

Personal Information:

Date of Birth	19 January 1989	Nationality	Bangladeshi
Marital Status	Married	Blood Group	B positive
Father's Name	Md. Enamul Kabir	Mother's Name	Alomara Parvin
Father's Occupation	Businessman	Mother's Occupation	Homemaker

Interests:

Traveling, Listening music, Watching movies & sports.

Reference:

Name	Brig. Gen. (Retd.) Md. Anwarul Islam	Prof. Dr. Zakir Hossain Raju
Designation	Registrar	Head, Dept. of Media and Communication
Organization	Independent University, Bangladesh	Independent University, Bangladesh
Address	Plot 16, Block-B, Aftabuddin Ahmed Road, Bashundhara, R/A, Dhaka-1212	Plot 16, Block-B, Aftabuddin Ahmed Road, Bashundhara, R/A, Dhaka-1212
Contact Phone	88-02-8431645-53 Ext: 1300	88-02-8431645-53 Ext: 2420
Mobile	+88 01755 442242	+88 01670 362189
E-mail	anwar@iub.edu.bd	zhraju@iub.edu.bd
Relation	Professional	Professional

I, the undersigned, certify that to the best of my knowledge and belief, the information presented in this CV are true and correct; if required these can be supported by adequate and authentic evidences.

Mohammad Ahsanul Kabir