

**SADMAN ANIS**

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**Career Objective**

Strong desire to build up a successful career by obtaining a challenging position in an organization where I can apply my skill & knowledge to enhance organization's success and to enhance my personal knowledge.

**Personal Statement**

I am hard-worker, energetic, self-motivated, ambitious person who developed responsible approach to accomplish any task with excellent manner. I am keen to take my responsibilities that are given to me. Wish to obtain my goal through experience and practical work.

**Academic Profile**

|            | <b>Institution</b>                           | <b>Year</b>             | <b>Department/ group</b>  | <b>GPA/CGPA</b>    |
|------------|--|-------------------------|---|--------------------|
| <b>SSC</b> | Birshrestha Munshi Abdur Rouf Rifles College | 2008                    | Science<br>Minor Subject: Biology.                                | 4.75 (out of 5.00) |
| <b>HSC</b> | Birshrestha Munshi Abdur Rouf Rifles College | 2010                    | Business Studies<br>Minor Subject: Computer.                      | 4.70 (out of 5.00) |
| <b>BBA</b> | University of Liberal Arts Bangladesh (ULAB) | May 2011-<br>April 2015 | BBA<br><b>Major: Finance</b><br>Minor: Media Studies & Journalism | 3.43 (out of 4.00) |

**Achievement**

- Achieve 15% merit based academic scholarship from University of Liberal Arts Bangladesh.

### Experiences

- Working as intern in *IDLC Finance Ltd.* Gulshan branch at SME division
- Worked as sales executive in university program like "*Boshonto Mela*".

### Training, Seminar and Skills

- Attended the "Career Workshop" held at United International University (UIU) on June 2011.
- Attended the "Workshop on Improving English Pronunciation" 5<sup>th</sup> April 2014.
- Attended the seminar on "Global Money Week" on the 10<sup>th</sup> March 2014.
- Attended the "leadership Summit" on 22<sup>nd</sup> March 2014.
- Attended the seminar on "Biz Leaders: Learn to Lead" by Mr. Kamran Bakr; the chairman & managing director of UNILEVER on 30<sup>th</sup> March 2014.
- Attended the seminar on "GOOGLE" on 9<sup>th</sup> April 2014.

### Extra-Curricular Activities and Volunteer Works

- Membership
  - Member of ULAB Social welfare Club (2012-2015).
  - Volunteer at "Blood Donation" program.
  - Volunteer at "Winter Cloth Distribution" program.
  - Volunteer at "Eid Cloth Distribution" program.
  - Actively participated in various sports (Football, Cricket) while I was in School, college and university.

### Personal Strengths

- High Ethical Standard.
- Hard Working.
- Like to Work with Team.
- Good Interpersonal Skills.

### Competitiveness

- Can create Appraisal report.
- Can create clients report for Bangladesh Bank.
- Can make Letter of Undertaking application.
- Knowledge about CIF.

**Technical Skills**

- Microsoft Office.
- Internet Access.
- Basic knowledge about Lightroom.
- Basic Knowledge about Computer Hardware and software.

**Language Proficiency**

|                        | <b>Reading</b> | <b>Writing</b> | <b>Listening</b> | <b>Speaking</b> |
|------------------------|----------------|----------------|------------------|-----------------|
| <b>Bangla (native)</b> | Excellent      | Excellent      | Excellent        | Excellent       |
| <b>English</b>         | Excellent      | Excellent      | Excellent        | Excellent       |
| <b>Hindi</b>           | -              | -              | Excellent        | Excellent       |

**Personal Information**

**Father's Name** : MD. Anisuzzaman  
**Mother's name** : Shameem Ara  
**Date of Birth** : 5<sup>th</sup> July 1993  
**Nationality** : Bangladeshi (by birth)  
**Religion** : Islam

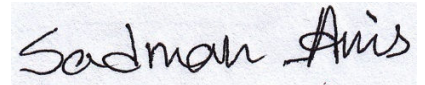
**Reference**

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| Milan Kumar Bhattacharjee, Ph.D<br>Professor<br>School of Business<br>University of Liberal Arts Bangladesh<br>Cell: (+88) 01819 514 615, 01738 410 909<br>Email: <a href="mailto:milan.kumar@ulab.edu.bd">milan.kumar@ulab.edu.bd</a> | Md. Asaduzzaman<br>Sales Team Manager<br>SME-SEF<br>IDLC Finance Limited<br>Cell: (+88) 01755 594171<br>E-mail: <a href="mailto:azaman@idlc.com">azaman@idlc.com</a> |
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*Résumé of Sadman Anis*

**Declaration:**

I hereby declare that all the information given here is true and nothing incorrect is given. If any information is found wrong or invalid then it will be the cause of my termination.

A handwritten signature in black ink that reads "Sadman Anis". The signature is written in a cursive style and is placed on a light blue rectangular background.

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*Sadman Anis*