**MAMUN ABDUL QAYUM** Address: D.C.C- 77 North Ibrahimpur

Kafrul, Dhaka Cantonment, Dhaka-1206.

Contact Number: +88 01673-564545, +88 01842-564545
E-mail: ma.qayum03@gmail.com

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| **CAREER ASPIRATIONS** |

Seeking an entry level position in a reputed corporation or agency that promotes modern organizational ethos and where can develop a professional career through creativity and honesty.

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| **EDUCATION** |

**Bachelor of Business Administration (Major in Accounting)**

**East West University, Dhaka**

May 2010 – August 2014

* ***CGPA:*** 3.44 out of scale 4.00
* ***Capstone Project:*** Research on a project titled ‘Environmental Accounting’ to give qualitative and quantitative analysis.

**Higher Secondary Certificate (Business Studies)**

**Dhaka Commerce College, Dhaka**

August 2007 – December 2008

Passing Year: 2009

* ***GPA:*** 5.00 out of scale 5.00
* ***Achievements:***
* Achieved **‘**General Grade Scholarship’ in 2009 under Board of Intermediate and Secondary Education, Dhaka.
* Selected for the shortlist of ‘100% Attendance Award’ in 2009 by Dhaka Commerce College.

**Secondary School Certificate (Business Studies)**

**Shaheed Police Smrity School & College, Dhaka**

January 2005 – December 2006

Passing Year: 2007

* ***GPA:*** 4.56 out of scale 5.00

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| **EXPERIENCE** |

**Research Writer**

**HT Global Limited, Dhaka**

March 2014 – Present

* Provided content and research writing related assignment by maintaining quality English writing, plagiarism and deadline.
* Provided tutoring support to company’s international clients by online.
* Assisted project manager in overall project management and research.

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| **VOLUNTARY AND COMMUNITY WORKS** |

**General Member and Coordinator**

**East West University** [**Agro-Industrialization Club**](https://www.facebook.com/pages/Agro-Industrialization-Club/236526263069158) **(EWUAIC)**

May 2011 – August 2014

* Participated in ‘Agro exposition and idea sharing’ event organized by ‘Agro- Industrialization Club of East West University’.

**General Member and Coordinator**

**East West University** [**Rotaract**](https://www.facebook.com/groups/rotaractewu/) **Club (EWURC)**

August 2012 – August 2014

* Participated blood donation program for Thalassemia patients organized by ‘Bangladesh Thalassemia Foundation’.

**Volunteer and Coordinator**

**Drik Gallery, Dhaka**

20 February, 2014 – 22 February, 2014

* Participated as a volunteer and coordinator in a photography exhibition titled ‘Best Life Insurance: Framing Positives’ organized by ‘Photography Bangladesh’.

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| **COMPUTER LITERACY AND ADDITIONAL SKILLS**  |

* Proficient in windows based software (Word, Excel, and PowerPoint), E-mailing and Internet browsing, good skills in creating webpage by using HTML, Dreamweaver and Web page maker.
* Ability to maintain multiple tasks and positive attitude under pressure environment.
* Flexible in teamwork and communication with group members; frequently delivery oral presentations for group presentations at university.
* Proficient in spoken and written in Bengali and English.

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| **PROFESSIONAL TRAINING** |

**Career Development Program by G.Sumdany Don**

**East West University Career Counseling Center (EWUCCC)**

October 2012 – November 2012 (6 days)

* Topics Covered: Resume writing, Interview related tips, Presentation skills etc.

**Motivational Program by Debashish Roy**

**East West University Career Counseling Center (EWUCCC)**

December 2012 (3 days)

* Topics Covered: Business communication, Improving psychological attitudes, Teamwork skills etc.

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| **REFERENCES** |

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| * **Nikhil Chandra Shil, FCMA**

Assistant ProfessorDepartment of Business AdministrationEast West UniversityContact Number: +88 01819-289589E-mail: nikhilacc@yahoo.com | * **A.K.M Akter Kamal Chowdhury**

Assistant General ManagerMeghna Petroleum LimitedRegional Office, BaguraContract Number: +88 01912-129226E-mail: akmaktermpl@yahoo.com |