

JAHIR UDDIN BABAR

Address: House No: 17, West Sarulia, Demra, Dhaka-1361
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Highly motivated Corporate trainer with experience in training small and large groups across diverse industries. Proven success in leveraging educational theories and methodologies to design, develop, and deliver successful training programs and integrate instructional technology to provide onsite and virtual training. Proficient at organizing and facilitating management and team building training programs and activities.

Career Summary:

1. Freelancer and Co-founder of ADS Corporation BD.
2. Senior Executive Officer, Imperial Capital Ltd.
3. Assistant Course Coordinator at DIIT

Special Qualification:

- Outstanding ability to establish workplace priorities and to complete work accurately in a timely manner.
- Excellent capability to organize & plan individual jobs & tasks to understand assignments and follow instructions.
- Demonstrated capability to work independently, to analyze Complex matters and to show neatness & clarity of work.
- Good writing skills and ability to write easy to read training manuals.
- Strong Public speaking skills and ability to encourage participation.

Employment History:

1. FreeLancer and Consultant , January , 2014- till date)

ADS Corporation BD
Co-founder

Duties/Responsibilities:

- As a freelancer, Provide consultancy and training on cost reduction and process improvement.
- Managed development, implementation, and continuous improvement of training programs, including on-going learning opportunities companywide
- Lead learning enhancement classes to improve sales knowledge and people skills for workplace success and advancement.
- As a member of ADS Corp. led the successful turnaround of a concerned RMG company in Narayanganj to reduce packaging lead time 3 days to 6 hours with a 90 percent WIP reduction.

2. Senior Executive officer, January , 2013- November, 2014)

Imperial Capital Ltd.
Location: Saiham Sky View Tower (3rd floor),
195 Shaheed Nazrul Islam Soroni, Ramna, Dhaka-1000

Duties/Responsibilities:

- Implements policies, procedures and processes for the purpose of incorporation of companies.
- Developing emergency response plans for companies as required by Bangladesh Security and Exchange Commission. Filing reports and updating as required.
- Provide consultancy for capital raise, issue management and post issue management.

3. Assistant Course Coordinator & Lecturer (November , 2007 - December, 2012)

Daffodil Institute of IT

Company Location : Dhanmondi, Dhaka

Department: Business and Accounting

Duties/Responsibilities:

- Course distribution and planning.
- Taking courses of Management Accounting, Financial Accounting, Taxation, Cost Accounting, Quantitative Methods, Organizational Business Studies etc.
- Communicate with British council, NCC UK, and University of Greenwich.
- Introduced CAT/ACCA course at Daffodil Institute of IT.
- Organize a seminar on "Chartered Accountants: Prospects & Challenges" held at Daffodil International University chaired by Professor M. Shahjahan Mina, University of Dhaka.
- Participated in annual training schedule planning.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Accounting & Information System	University of Dhaka	CGPA: 3.58 out of 4	2010
BBA	Accounting	Daffodil International University	CGPA: 3.57 out of 4	2007
HSC	Science	Govt. Science College. Dhaka	1 st Division	2000
SSC	Science	Titas Gas Adarsha High School	1 st Division *	1997

Training Summary:

Training Title	Institute	Country	Location	Year	Duration
Advanced Course on Research Methodology	University of Dhaka	Bangladesh	University of Dhaka	2016	8 weeks
Setup Indenting Business and Run its Functional Activities	BD Jobs Training	Bangladesh	Bd Jobs.com Ltd. Dhaka	2014	2 Weeks
Train the Trainer	ACCA Bangladesh	Bangladesh	Gulshan Bhaban, 3rd Floor, 355 Mohakhali, Gulshan	2011	2 Day
Effective Course Planning By Dr. Yousuf M Islam	Daffodil International University	Bangladesh	Daffodil International University	2010	2 Days

Extra Curricular Activities:

1. Member of DUMA (Dhaka University MBA Association)
2. Founder member of "UDDOKTA"
3. Acting as a convener of DIIT Sports week from 2008 to 2012.
4. Founder Member of "Demra Gonith Club".

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
French	Medium	Low	Medium

Personal Details :

Father's Name : Md.Shafi Ullah
Mother's Name : Ismat Shafi
Date of Birth : July 07, 1982
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : House No: 17, West Sarulia, Demra, Dhaka-1361
Current Location : House No: 17, West Sarulia, Demra, Dhaka-1361

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammadul Karim, FCMA	Mohammad Badrul Haider, Phd
Organization	: Imperial Capital Ltd.	University of Dhaka, Department of AIS
Designation	: Vice President	Associate Professor
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