Nafees Imran

Resume

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Experience

Lecturer, Jan, 2022 – Till now
Information Technology and Management, Daffodil International University

- Conduct Assigned courses from Information Technology and Management department.
- Perform Departmental administrative tasks (OBE file Moderation, Event management).
- Conduct development session for student and co-workers.
- Coach novice Teacher Teaching Apprentices Fellow (TAF) to grow.

Fellow, Nov, 2018 - Dec, 2020
Teach For Bangladesh

- Create and administer computer based accounts and information management.
- Assist Head teacher on school management and documentation.
- Increase administrative, office management productivity and capacity building.
- Preparing budget, maintain resource and donor management.
- Solve contextualized problem through projects.

Coordinator, Sep, 2017 - Feb, 2018
Ernst & Young(India) on Leveraging ICT Growth, Employment & Governance Project, Bangladesh

- Meeting and MOU signing with educational institutions.
- Need assessment for students and advising on suitable training for them.
- Conducting orientation and entrance exam.
- Visit classes, conduct assessment and prepare result.
- Scheduling classes and deploying trainers with availability of students.
- Prepare monthly budget, manage accounts and pay up the reimbursement amount.
- Making monthly meal budget for trainee and adjust according to daily demand.

Coordinator, Jan, 2017- Aug, 2017
Youth School for Social Entrepreneur (YSSE)

- In-charge of Entrepreneurship Course.
- Monitoring and evaluation of Content and result.
- External engagement and Resource management.

Education

M.Ed. Educational Leadership & School Improvement *Thesis ongoing* CGPA **3.93**/4
BRAC University

MBA in Finance, 2019 CGPA **3.88**/4
Bangladesh University of Professionals (BUP)

BBA in Finance, 2016 CGPA **3.96**/4
Bangladesh University of Business & Technology (BUBT)

Training

ITES Foundation Skill Training on Accounting & Finance
LICT, BCC, ICT Division of Bangladesh

Microsoft Office with Internet
BSICT Solution &Training Center

English language Course
S@ifur's **(***Speaking, Listening, Writing, Reading)*

Internship

Credit Division, Rupnagar Branch, Southeast Bank Ltd, 3 months

Paper Presentation

Why street children are national problem, Lion District Convention Center, Agargon, Dhaka, Bangladesh, 15 October 2015.

Professional Affiliation

YSSE (Youth School for Social Entrepreneur)

Social Affiliation

President, 2016-17
Leo Club of Dhaka Polton Heritage, District B1, BD

- Food, Relief, Cloth, Education Material, Medical Aid distribution programs
- Social awareness, Art competition, Tree Plantation programs

Finance Secretary, 2013-14
Debating Club of BUBT

- Prepared event based budget and reimbursement bills.
- Started receipt based cost log.
- Introduced practice of half yearly financial statement.
- Promoting Debate and pass on the knowledge to create next generation

Organized 1st Inter Department Debate Competition 2014, BUBT
Organized 1st Presidential election 2016 as Election Commissioner 2016, BUBT

Teacher & Counselor,2009- now
Ekmattra Society (under privileged Children org.)

- Mentoring the children.
- Provides safe space and mental support.
- Organized interaction and socialization with university students for creating new volunteers.
- Taking class on free time.

Special Achievement

Judge
Debater Hunt, BUBT Extra Curricular Fest, 2016.

Election Commissioner
1st BUBT Presidential election, 2016

Quarter Finalist
7th Inter University National Debate Competition, Jahangirnagar University

Awards

1st Position, Painting, Intra College Art Competition

100% weaver on tuition fee for outstanding performance from BUBT

Scholarship from BUP based on merit.

Language Proficiency

Bangla and English	*Reading, Writing and Speaking*
Hindi	*Only Speaking*

Professional Skills

Hard Skills		**Soft skills**	
Power Point	●●●●●	Communication	●●●●○
MS Word	●●●●○	Team work	●●●●●
MS Excel	●●●●○	Adaptability	●●●●○
Accounting	●●●●○	Work ethics	●●●●●
Tally ERP	●●●●○	Punctual	●●●●●

Mentionable

Model & Voice Artist, Movie KATUS KUTUS, 2015.

Chorus Dancer, 2014 ICC Flash mob for Bangladesh, Ekmattra Society.

Psychological Identity

Religion	Islam, Humanity & Peace
Interest	Art & Creating Smile

State Identity

Nationality	Bangladeshi (by Birth)
NID	778 499 4167

Individual identity

Date of Birth	December 25, 1994.
Gender	Male
Marital Status	Married
Present & Permanent Address	125/1, Plot-2, Rajanigandha Apartment, Main Road, Rupnagar R/A, Pallabi, Mirpur, Dhaka-1216

Referance

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M. Surya Narayana Sasthry
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Signature

Nafees Imran

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