**Mohammed Golam Rabbani**

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**Date of Birth:** Private

**Present Address:**

Private

**Phone:** Private

**Email:** Private

**EDUCATIONAL BACKGROUND**

***M.B.A.***

*Masters of Business Administration*

***Kennesaw State University***

*Kennesaw, Georgia, U.S.A.*  May, 2012

*Received highest score in Capstone in the graduating class, ranked in top 1% internationally*

*GPA 3.41/4.00*

*Graduated May, 2012*

***B.B.A.***

*Bachelor of Business Administration in Accounting*

***Kennesaw State University***

*Kennesaw, Georgia, U.S.A*.

*Received highest score in Capstone in the graduating class, ranked in top 7% internationally*

*GPA 3.21/4.00*

*Graduated December, 2010*

***Associate in Business Administration***

***Georgia Perimeter Collage,* Georgia, U.S.A.**

*Dunwoody, Georgia, U.S.A.*

*Graduated December, 2009*

**FINANCE BACKBROUND**

* **Successfully completed with in-depth knowledge in courses dealing with Corporate Finance, Business Finance, International Finance, and Investment Analysis in the M.B.A. program**
* **Have in-depth understanding and is well versed in finance in areas such as but not limited to, asset allocation decision, Organization and Functioning of Securities Markets, Portfolio Management, Asset Pricing Models, Multifactor Models of Risk and Return, Security Valuation, Bonds, Security Market Indexes, Derivative Markets and Securities, Evaluation of Portfolio Performance, Free trade, Principal of Comparative Advantage, Balance of Payments and Exchange Rates, Exchange Rate Changes, Foreign Exchange Markets, Exchange Rate Parity Conditions, Foreign Exchange Hedging, Time Value of Money, Asset Investment Decision, Valuation of Stocks and Bonds, Portfolio Risk and Return.**
* **Worked as location manager for Imtiaz Petroleum. Was responsible for allocation of capital to different areas of business to maximize profit. Had to make choice on and understand the present value of an investment. Had to analyze loans and interest rates to understand if it met the company's internal rate of return after the paying interest and other concerns. It was a small business, so the numbers were small. But, the decisions were the exact same as any big company would face except with much larger numbers.**

**ACCOUNTING BACKGROUND**

* **Successfully completed with in-depth knowledge in courses dealing with Issues in Managerial Accounting, Accounting Insights for Manager, International Accounting, Auditing and Assurance, Advanced Financial Accounting, Advanced Taxation (U.S. Code, TITLE 26), Accounting Information Systems in the B.B.A. and M.B.A. Programs.**
* **Also have completed courses in Negotiation and in Business Negotiation to complement working better with people.**
* **Have completed over 150 hours of education and ALL courses required to take the Certified Public Accountant (C.P.A.) Examination.**
* **Worked for Best Buy as an administrator, and was responsible for internal audit and for human resource functions, which required a tremendous amount of auditing store financial data, and employee data**

**TEACHING BACKGROUND**

* **Well acquainted with teaching method and styles of Kennesaw State University. It was required as part of syllabus in MBA classes to plan and hold lectures. Also, received highest score in capstone and received international recognition for both BBA and MBA. Worked in multiple areas, and is well acquainted with economic, business, and legal environment of United States. Received recognition and recommendation from Dean of college of business as one who understands the different areas of business, such as but not limited to communication (including proper language usage), economics, accounting, finance, management, marketing.**
* **Working with the HR department lead me to have experience dealing with employees as well as customers. It helped me to understand people, and their feelings from both sides of the interest.**
* **Also my courses in GAME THEORY, NEGOTIATION, AND BUSINESS NEGOTIATION, helped me to understand the interactions more logically and understand the reasoning behind them.**

**SIGNIFICANT WORK EXPERIENCE**

**North South University**

Dhaka, Bangladesh

September 2013 - Present

University Lecturer & Assistant Proctor

Courses:

Fall 2013 - ACT 201, BUS 101

Spring 2014 - ACT 201, ACT 202, BUS 101

Summer 2014 - ACT 201, ACT 202, ACT 330

Fall 2014 – ACT 201, ACT 202, ACT 431

Spring 2015 – ACT 201, ACT 330, ACT 431

Summer 2015 – ACT 201, ACT 202, ACT 330, ACT 431

Fall 2015 – ACT 330, ACT 431

Spring 2016 – ACT 201, ACT 310, ACT 430

**Imtiaz Petroleum Inc.**

Buford, Georgia, U.S.A.

September 2007 - June 2012

Retail Management (Entrepreneur)

* Strategic Planning.
* Scheduling, Staffing, payroll, all other HR functions
* Customer and vendors relation management
* Keeping inventory at optimum level
* Cash flow management
* Day to day operations: Purchasing, bank reconciliation, daily operation management.
* Researched and set up a web hosted closed circuit surveillance system
* Have excellent communication skills

**Best Buy (Electronic Retailer)**

Duluth, Georgia, U.S.A.

August 2004 - August 2007

Administrative

* Payroll Processing
* HR management
* Customer relationship management
* Scheduling, and Staffing
* Maintaining and updating employee records
* Maintaining and updating store transaction records
* Maintaining and reporting store funds and daily cash deposit
* Auditing daily transactions for fraud.
* Reporting and investigating all flagged transaction
* Used various customer management, personnel management, and payroll management software
* Used various balanced scorecard and ERP system.

**SKILLS**

**Language Skills:** Fluent in English and Bengali

**Computer Skills:**

***Proficient in Microsoft Office Suite, especially in Excel, Access, Word, and Power Point. Worked with Peachtree Accounting Software and QuickBooks. Have good understanding of SAP systems. Used various personnel management system, payroll management system, and various CRM (customer relationship management) systems. Familiar with various ERP (enterprise resource management system), and balanced scorecard.***

**Excellent and Effective Customer Service:** Exhibits effective listening skills, and efficient at problem solving.

**Problem-Solving Skills:** Demonstrates can-do and determined attitude when presented with a difficult problem