

MOHAMMAD MAHABUBUR RAHAMAN

House 51/16 (Flat A-3), Block A, Jaleshwar,
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Career Objective:

Over four years of experience as a finance enthusiast is seeking to achieve high career growth through a continuous performance, learning and keeping myself dynamic, visionary and competitive with changing scenario of the corporate world.

Career Summary:

Dedicated professional with proven skills and experience in direct and indirect banking sector. A team player with effective interpersonal communication skills and strong work ethic.

Educational Qualification:

Executive Master of Business Administration (EMBA)

American International University-Bangladesh (AIUB)

Continue, duration of course 1 year.

Post Graduate Diploma in Islamic Banking (PGDIB)

Institute of Business & Economic Research of United International University.

Passing Date - 25-10-2022 duration of course 6 months.

Bachelor of Business Administration (BBA)

American International University-Bangladesh (AIUB)

Passing Year - 2013, duration of course 4 years

Major concentration-Management

Higher Secondary Certificat (HSC)

Govt. Bhiku Memorial College-Daragram,Saturia,Manikganj.

Passing Year - 2008, duration of course 2 years

Major concentration- Business Studies

Secondary School Certificat (SSC)

Daragram High School,Daragram,Saturia,Manikganj.

Passing Year - 2006, duration of course 5 years

Major concentration- Business Studies.

Experience Information:

1. Eastern Bank Ltd.

Experience from 31-08-2022 to continue as **Trainee Assistant Officer (TAO) Service Delivery (Operations)** Department. Company Location: 33 Agrabad C/A, Chittagong.

Responsibilities:

- Account Service Operations.
- Keep tracking all the documents about Account Opening from all Branches in SRT. And also communication with Branches for any kind of customer issues.
- Account Maintenance in USB. And input all updated customer information on the basis of customer request.
- Transaction profile update. And have to do full process of Contract point verification each an every customers.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Resolved problems, improved operations and provided exceptional service.

2. RIM Bangladesh

Experience from 15-03-2022 to 25-08-2022 as **Senior Officer (Accounts)** Department.
Company Location : Hayat Rose Park, 7th Floor, House No-16, Block-A (Main Road),
Bashundhara R/A Area, Dhaka-1229.

Responsibilities:

- Keeping financial records up-to-date, checking for inaccuracies in invoices, and handling Queries on general accounts.
- Track bank deposits and payments.
- Assist Supervisor in preparing various financial reports.
- Maintain all VAT-related records, register, and relevant documents conforming to VAT law.
- Perform any official task allocated by the Manager.

3. United Finance Ltd.

Experience from 15-11-2020 to 14-03-2022 as **Senior Team Supervisor** Department of Personal Financial Service.
Company Location: Rupayan Shelford (Level-05, Flat-C5), 23/6, Mirpur Road (Khilji Road),
Shyamoli, Dhaka-1207.

Responsibilities:

- Deposit and Home Loan sales.
- Customer services, Information collection & Documentation of existing or new customers.
- Work with the UFL windows software Fin-ultimus,CIF and eFile archiving .

4. R.S Corporation assigned by Qatar Airways

Experience from 15-06-2016 to 30-04-2018 as **Finance Officer(Remittance)**.
Company Location: SPL Western Tower, level-3, North West Block,186, Tejgaon Industrial Area-1208.

Responsibilities:

- Documentation the passengers files with visa and passport for Bangladesh Bank and SCB .
- Prepare monthly passengers cargo sales report, EBT,EC& Disbursements files for Bangladesh Bank and SCB also to send remittance.

Extra Curricular activities:

Member of AIUB Performing and Arts Club (APAC)

Working as a permanent Volunteer at AIUB(V)

Languages Proficiency:

	Reading	Writing	Speaking
Bangla	Excellent	Excellent	Excellent
English	Very Good	Very Good	Good

Computer Literacy:

Experience in Internet Application

Knowledge in MS word, MS Excel, MS Power Point

Knowledge about Multi-task (like data logging, to set up windows Operating system, conducting web chats, emails (etc)).

Personal Interest:

Writing poems (Fill comfortable in the little magazines). My first book LAL TIPER POROCHONA was published February 2012 (book fear).

Personal Information:

Father's Name : Mohammad Mozammel Hoq
 Mother's Name : Momtaj Begum
 Date of Birth : January 01, 1990
 Gender : Male
 Religion : Islam
 Marital Status : Married
 Nationality : Bangladeshi by Born
 Blood Group : A+
 Permanent Address : Vill: Bilpoplli, P.O: Daragram,
 Thana:Saturia, Dist: Manikgonj

References:

Tofazzal Hossain Senior Assistant Vice President Islami Bank Bangladesh Limited 17,Gulshan Circle -2 (PBL Tower), Dhaka -1212 Cell: 01552480691 E-mail:tofazzal3196@gmail.com	Abul Hassem Additional Director Deposit Insurance Department Bangladesh Bank Head Office, Dhaka. Cell: 01817094757 Phone:+88029530742
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Declaration:

I hereby consciously ascertain that, all the particulars mentioned above are true. I myself will be liable of any misinformation mentioned herewith.

Mohammad Mahabubur Rahaman