

Curriculum Vitae

of

Tashfir Alif

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Career Objective: To secure a responsible career opportunity to fully utilize my training & skills, while making a significant contribution to the success of the company.

Work Experience:

Jamuna Bank
Sonargaon Road Branch
Credit Unit/ Department Intern (Academic Program)
Nov. 01 – Present

Key Responsibilities:

- Preparing Core Customer Loan Database (500+ Vehicle Registration Info)
- Providing No Objection Certificate (NOC)
- Preparing Execution/Guarantee Certificate (Almost 500+ in numbers)

Educational Background:

- **Bachelor of Business Administration (BBA)**

CGPA: 3.22 out of 4.00
Department of Accounting & Finance
School of Business
Passing Year Fall- 2020
University: American International University Bangladesh (AIUB)

- **Higher Secondary School Certificate (HSC)**

GPA: 4.67 out of 5.00

Business Studies Group

Passing Year 2016

College: Dhaka Commerce College

- **Secondary School Certificate (SSC)**

GPA: 4.38 out of 5.00

Business Studies Group

Passing Year 2014

School: Government Science College Attached High School

Extra-Curricular Activities:

- **Senior Member** at AIUB Business Club – ABC
- **Regular Volunteer** at AIUB Freshmen Volunteer Unit
- **Former Event Coordinator** at HULT PRIZE at AIUB
- **Campus Ambassador** at PWK – Presentation WhizKids
- **Campus Ambassador** at Pioneros
- **Former Campus Ambassador** at Prominent Consultant

Volunteer Works:

- Worked as a **Volunteer** in ‘ABC Case Storm 2019 – Powered by FINNOVATION’
- Worked as a **Official Volunteer** in ‘AIUB 19th Convocation’
- **Supportive Volunteer** in ‘MIS Biztech 2019’
- **Volunteer** at HULT Prize 2019
- Responsible for Manage Recruitment Process for ‘AIUB Business Club – ABC’
- **Official Volunteer** at ‘AIUB Boishakhi Ullash 2019’

Participation:

- Participated in ‘EXCEED IN EXCEL’ 06 Days Long Workshop on Excel organized by AIUB Business Club – ABC
- Participated in ‘CAREER HACKS 1.0 & 2.0’ Seminar accordingly organized by AIUB Business Club – ABC
- Participated in ‘CAREER IN SALES’ Seminar organized by AIUB Business Club – ABC
- Also participated in others ‘Major Seminars’ as well organized by BBA Department in AIUB (bKash Genius, ACCA, HSBC etc. are kinds of)
- Participated in “*Convivial Strife, 11 Minutes with ABC & ABC Case Storm 2018*” Competitions organized by AIUB Business Club – ABC.

Awards:

- Obtained **2nd Runner Up** in ‘Marketing Idea Exhibition’ organized by Department of Marketing at AIUB
- Obtained **3rd Position** in ‘Impromptu Speech Contest’ organized by Department of Arts & Social Science’ at AIUB

Computer Skills:

- Microsoft Excel (Formula Application, Conditional Formatting, VLOOKUP, Pivot Table, AVERAGE, MIN & MAX Function etc.)
- MS Office Suite (Word, PowerPoint, MS Access)
- Emails, Internet Browsing etc.

Language: Proficient in both spoken & written in English and Bengali. Elementary in spoken in Norwegian.

References:

Mehidi Kayser Pabitra
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Tashfir
Signature