

Applied For: **IT Executive (BSc/ Dip in CSE)**

Last Updated : **February 11, 2017**

## **A.F.M. Kayum Khan**

Address: 57/1 Kallayanpur Main Road, Flat no.: F4,5th Floor, Kallayanpur, Dhaka-1207.  
Home Phone: 01725679591  
Mobile : 01915303330  
email:kayum.khan33@gmail.com, kayum\_khan@engineer.com



### **Career Objective:**

Building up a challenging and rewarding career with sincerity, punctuality, commitment, self-competency and hard work.

### **Employment History:**

**Total Year of Experience : 2.3 Year(s)**

#### **1. Trainee Junior Officer (Cash) ( September 29, 2016 - Continuing)**

##### **The Premier Bank Limited**

Company Location : Dhaka

Department: Cash

##### **Duties/Responsibilities:**

Performing in cash as cash receive & payment and others.

Performing various types of general banking activities.

Inward & Outward cheque clearing.

All type of deposit account opening & closing.

Maintenance of KYC profile.

Pay order issue and encashment.

Foreign remittance payment.

Card & PIN Delivery.

Cheque book issue and management, Thanks letter issues.

Monitoring Anti money Laundering issues.

Supervision and checking of daily statement of affairs, clean cash, and daily activity report.

#### **2. IT Officer, Account Officer ( December 1, 2012 - December 31, 2013)**

##### **Trutex Limited**

Company Location : Road No. # 62, House No. # 48, Flat No. #B3, Gulshan-2, Dhaka-1212.

##### **Duties/Responsibilities:**

# Troubleshooting all kind of software and network problems.

# Solving any kind of laptop computers problems. Such as operating system setup, outlook setup & maintenance, network connection between laptops & wireless printer, install software in computer which is necessary and solving various kinds of computer & printer related problem etc.

# Outlook Maintenance.

# Backup outlook pst file from all computers into external hard disk everyday.

# Maintain office accounts.

# Also responsible in Admin.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in IT	Information Technology	Jahangirnagar University	CGPA:3.25 out of 4	2015	2013-2014
B.Sc in Electronics and Telecommunication Engineering	Telecommunication	Daffodil International University	CGPA:2.89 out of 4	2012	2007-2012
HSC	Science	Bauphal College	CGPA:4.1 out of 5	2007	2005-2007
SSC	Science	Madhya Madanpura High School	CGPA:4.06 out of 5	2005	2003-2005

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Online Training	Islamic Banking Product & Services	The Premier Bank Limited training institute	Bangladesh	Dhaka	2017	0
Day One Readiness (Foundation Training Course)	Cash and General banking	The Premier Bank Limited training institute	Bangladesh	Dhaka	2016	4 days
Day One Readiness	Clearing Process Automation	The Premier Bank Limited training institute	Bangladesh	Dhaka	2016	1 day
Day One Readiness	Prevention of Money Laundering and Combating Financing of Terrorism	The Premier Bank Limited training institute	Bangladesh	Dhaka	2016	1 day
CCNA	Cisco Certified Network Associate	New Horizons	Bangladesh	Dhaka	2012	3 Months
Satellite Broadcasting Course	Satellite Broadcasting	National Institute of Mass Communication	Bangladesh	Dhaka	2012	1 Month

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 19000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : New Zealand, United Kingdom, United States, Australia, Canada, Switzerland  
 Preferred Organization Types : Banks, Telecommunication, IT Enabled Service, ISP, Govt./ Semi

Govt./ Autonomous body, Multinational Companies

**Specialization:**

**Extra Curricular Activities:**

Boy Scouts ( Team member)

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

**Personal Details :**

Father's Name : M.L. Kabir Khan  
Mother's Name : Nargis Begum  
Date of Birth : December 30, 1990  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill.+Post: Madanpura, P.S.: Bauphal, District.: Patuakhali.  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md Abul Kalam Howlader	Md. Fazlul Karim Patwary
Organization	: Southeast Bank Limited	Jahangirnagar University
Designation	: Senior Vice President	Associate Professor & Director
Address	: Eunoos Trade Center 52-53, Dilkusha, C/A, Dhaka - 1000.	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01713065900	01922999217
EMail	:	patwary@juniv.edu
Relation	: Relative	Academic