



### *Objective*

Looking forward to take transforming challenges into opportunities utilizing abilities developed through my technical skill, branding and marketing experiences, creativity, courage, sincerity, Academic Education with in a short span of time.

### *Job Experience& Responsibilities*

#### **Previous Job Experience:**

**Organization:** Al-Arafah Islami Bank Limited, Munshibazar Outlet.

**Position:** Cash in-charge and marketing concern

**Duration:** August 25, 2022 to October 30, 2022.

#### **Job Responsibilities:**

- Proactively manage in cash transactions
- Maintain customer query in cash transactions
- Maintain inward and outward cash remittance
- Maintain account opening

### *Internship*

**Organization:** Al-Arafah Islami Bank Limited, Moulvibazar Branch.

**Duration:** September 25, 2021 to December 15, 2021.

#### **Job Responsibilities:**

- In internship, i helped the clients to fill up the account openform
- I gave information about different scheme of AIBL that are offered
- I helped clients to fill remittance form

### *Skills & Expertise*

<b>Microsoft office package</b>	:MSOffice.(Word, Excel, Power Point, outlook)
<b>Software</b>	:Adobe Photoshop, Adobe Illustrator
<b>Operating System</b>	:Windows (XP/Windows 7,8,10)
<b>Internet Technologies</b>	:Blogging and Digital Marketing

### *Education*

- **Bachelor of Business Administration (BBA)**  
Leading University, Sylhet |CGPA 3.08 out of 4.00|2021
- **Moulvibazar Govt. College, Moulvibazar**  
HSC, Business Studies|GPA 3.60 out of 5.00|2013
- **Moshoria Emdadia Dakhil Madrasah**  
Dakhil/SSC, Humanities, GPA-4.19 out of 5.00|2011

### Interpersonal Skills

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Good graphical and oral presentation skill, self-motivated, hard working, flexible and good listener.

### Languages

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**English** : Full professional proficiency  
**Bangla** : Native or bilingual proficiency  
**Hindi** : Average proficiency

### Extra Curricular Activities

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Bike Driving, Playing, Writing, Poetize, Poem Recitation, Designing, Reading Books.

### Personal Details

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Father's Name : Abdul Gafur  
Mother's Name : Rokeya Begum  
Date of Birth : 6th November, 1995  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Moshoria, Rajnagar, Moulvibazar  
Present Location : As above

### Reference

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#### **Mohammad Zahed Hossain**

Assistant Professor

Department of Business Administration

Leading University, Sylhet

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***Arafat Hussain***