

Applied For: **Wordpress Developer**

Last Updated : **January 15, 2018**

## **BUSHRA FERDOUS**

Address: GA, 59/5, Minara Ahmed Villa, Uttar Badda, Kuwait Mosque  
Road, Gulshan, Dhaka  
Mobile : +88-01778815360  
email: bushraf14@gmail.com



### **Career Objective:**

As an ambitious and hard-working individual, I am often recognized for my commitment and ability by highly respected companies. I handle multiple tasks on a daily basis competently, working well under the pressure.

### **Career Summary:**

Seeking a challenging profession in a dynamic environment that offers a noble way of leading life where innovation, education and commitment to achieve per-set organizational goals are highly valued and encouraged.

### **Special Qualification:**

To build up a Flourishing Career in a dynamic and rapidly growing organization where my acquired knowledge and skills can be properly utilized in full for the development of the organization.

### **Employment History:**

**Total Year of Experience : 5.8 Year(s)**

#### **1. Assistant officer ( August 1, 2017 - Continuing)**

##### **IDLC Asset Management Limited**

Company Location : Gulshan, Dhaka

Department: Customer Care

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

Handle 30+ customers interactions per day. which includes sharing information of open end mutual fund Data Management and responsibilities, Bank reconciliation, service process with operation about investment enrollment  
Introduce Value added services to the investor of mutual fund prepare weekly monthly sales report of entire sales department and forecast total mutual fund sales target

## 2. Assistant Officer ( June 1, 2016 - July 31, 2017)

### **IDLC Finance Ltd**

Company Location : Gulshan, Dhaka

Department: Credit Risk Mgt

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

Schedule Management and Support.

Prepare CIB Inquiry, Error Type # 2,

Prepare Director Change & Documentation

Downloaded CIB report

Primary Analysis of CIB report

## 3. Junior Officer ( April 14, 2012 - May 31, 2016)

### **Idlc Finance Limited**

Company Location : Gulshan, Dhaka

Department: Credit Risk Management

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

Familiar with operating oracle-flex cube (core banking solution).reconcile and update customer information into the system. seeking CIB report from Bangladesh Bank CIB portal, analysis CIB reports and related prolongation and documentation support internal and external vendors about CIB related issues and responsibilities for back office software data maintenance.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration	Marketing	Independent University, Bangladesh	CGPA:3.07 out of 4	2015	2013-2015
Bachelor of Business Administration	Marketing	Leading University	CGPA:3.06 out of 4	2012	2008-2012

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Anti Money laundering and ATA	How to reports on suspicious account and manage it	IDLC	Bangladesh	Dhaka	2015	1 day
Basic Banking Training		BIBM, Organized by IDLC Finance Ltd	Bangladesh	Gulshan, Dhaka	2013	5 days

### **Professional Qualification:**

Certification	Institute	Location	From	To
Diploma in Risk Management	Alison online		March 22, 2017	April 27, 2017

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Education/Training  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : India, Malaysia, Netherlands, United Kingdom, United States, Australia, Canada  
 Preferred Organization Types : Banks, Leasing, Investment/Merchant Banking, Telecommunication

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• CIB</li> <li>• Brand Promotion</li> <li>• Business Development</li> <li>• Advertising &amp; Promotion</li> <li>• Admin</li> </ul>	Microsoft Office (including MS Excel, MS Word, MS Access, MS PowerPoint, Microsoft Outlook, Internet browsing)

### **Extra Curricular Activities:**

Able to manage accelerate team spirit and initiatives Able to manage and work independently under pressure Energetic, dynamic, punctual, honest with strong physical and mental condition. Self motivated and having strong sense of responsibility.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High
Hindi	Low	Low	High

### **Personal Details :**

Father's Name : Jamal Uddin Md Ferdous  
 Mother's Name : Halima Siddika Chowdhury  
 Date of Birth : September 14, 1988  
 Gender : Female  
 Marital Status : Single  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : "Deen Mohol" Chandrima-15 Block-A, Subid Bazar Sylhet-3100  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mashook Ul Haq,Kazi	M. Amir Hossain

Organization	: IDLC Asset Management Ltd	Mutual Trust Bank Limited
Designation	: Chie	Senior Assistant Vise Precedent
Address	: South Avenue. Road#3, House #50, 7th Gulshan Avenue, gulshan 1.Dhaka	MTB, Group Human Resource Dept. Corporate Head Office
Phone (Off.)	:	
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Mobile	: +8801713118360	088- 01713061244
EMail	: mashook@idlc.com	
Relation	: Professional	Professional