

CURRICULUM VITAE

Jubair Bin Ahsan

Banking Professional

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Summary

Results-driven banking professional with 7 years of hands-on experience in the Islamic banking sector. Proven expertise in managing cash operations, general banking functions, and nurturing client relationships. Adept at maintaining high compliance standards and operational efficiency in a fast-paced environment.

Professional Experience

Officer

Islami Bank Bangladesh PLC

Monipur Sub Branch, Mirpur-2, Dhaka

January 2023 – 2025

- **Cash Management:** Led daily cash operations, including vault management and reconciliation, ensuring 100% accuracy and regulatory compliance.
- **General Banking:** Managed core functions such as account opening, deposits, withdrawals, and domestic fund transfers (RTGS, EFT, BFTN).
- **Trade & Investment:** Oversaw documentation and processing for import/export Letters of Credit (LCs) and maintained investment (loan) files.
- **Customer Service:** Resolved complex customer inquiries efficiently, maintaining high satisfaction rates and upholding bank operational standards.

Junior Officer

Islami Bank Bangladesh PLC

Gulshan 2 Corporate Branch, Dhaka

January 2019 – December 2022

- **Operations:** Handled high-volume daily cash transactions in a corporate branch, managing banking instruments like pay orders and drafts.
 - **Client Relations:** Delivered exceptional customer service, managing account openings and locker department operations.
 - **Team Collaboration:** Worked effectively within the branch team to ensure smooth and efficient daily operations.
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Skills & Core Competencies

- **Banking Operations:** Cash Handling, Reconciliation, General Banking, Account Documentation, Fund Transfer Protocols (RTGS, EFT, BFTN), Trade Finance Basics.
 - **Software Proficiency:** Core Banking Systems (CBS), Microsoft Office Suite (Word, Excel), Typing Proficiency (English & Bangla/Avro).
 - **Soft Skills:** Customer Relationship Management, Problem-Solving, Attention to Detail, Reliability, Strong Ethics.
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Education

Master of Business Administration (MBA) in Accounting *Premier University, Chattogram* 2017 |
CGPA: 3.42 out of 4.00

Bachelor of Business Administration (BBA) in Accounting *Premier University, Chattogram* 2015 | CGPA:
3.40 out of 4.00

Higher Secondary Certificate (HSC), Business Studies
Govt. Hazi Mohammad Mohshin College
2008 | GPA: 4.80 out of 5.00

Secondary School Certificate (SSC), Business Studies
Chittagong Govt. High School
2006 | GPA: 4.94 out of 5.00

Personal Details

- **Date of Birth:** 12 October 1990
 - **Nationality:** Bangladeshi
 - **NID:** 19901591017000435
 - **Permanent Address:** Village: Alamderpara (Moulvi Bari) P.O. Chanhara, Thana: Patiya, District: Chittagong.
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References

References will be provided upon request.