My Curriculum Vitae

Personal Details

Name :Md Foyjullah Al Mamun
Father's Name :Abdul Awal Khan
Mother's Name :Razia Sultana
Present Address :Dutch Bangla Bank Limited,Singair Branch,PO-Singair, PS:Singair,Dist:Manikganj.
Contact No :01717920712
Permanent Address:Vill:Azimoddi,PO:Tegachia,PO:Kalapara,Dist:Patuakhali
Date of birth :1st January,1979
Age(As on 30.11.2019):40 years 10 months 29 days

EDUCATION

2012 - 2013
MBA Major in Finance,Southeast University
CGPA 3.23 out of 4.00

2002 - 2001
MA in English Literature,Jagannath College
2nd class

2001 - 1997
BA(Hons) in English Literature,Jagannath College
2nd class

1996 - 1994
HSC,Jessore Board
Arts,1st division

1994 - 1993
SSC,Jessore Board
Arts,1st division

Present Employment:

Organization : Dutch-Bangla Bank Limited
Date of Joining : April 20,2009
Present Status : **Officer, DBBL, Singair Branch,Singair,Manikganj**
Basic :**31,200/-**
Gross :**54,600/-**

WORK EXPERIENCE

06/06/7 – Till now
General Banking Officer,Singair Branch,Singair,Manikganj
Responsibilities:

- Providing customer services
- Opening Acount,Fund Transfer,Clearing Cheques through BACH,LBC,OBC.
- RTGS,BEFTEN,Internet Banking Services,SMS Banking,Alert Banking Services.
- Issuing debit cards.Re-issuing Cards & pin.

- Issuing Pay Order,Demand Draft.
- Foreign remittance,Opening FDR,DPS.
- Monitoring of high risk Accounts to comply with CAMLCO.
- Building relationships with high net worth individuals.
- Answering any financial and banking queries.
- Contributing towards policy making.
- Providing advice on investments.
- Maintaining a professional image at all times.

- Handling customer queries face to face, over the phone or via correspondence.
- Marketing new financial products or services.
- Presenting information clearly to customers.
- Representing the bank within the local community.
- Verifying customer data to detect and identify financial fraud.

23/02/2016 – 05/06/2017

General Banking Officer,Ashulia Branch,Savar
Responsibilities:

- Providing customer services
- Opening Acount,Fund Transfer,Clearing Cheques through BACH,LBC,OBC.
- RTGS,BEFTEN,Internet Banking Services,SMS Banking,Alert Banking Services.
- Issuing debit cards.Re-issuing Cards & pin.
- Issuing Pay Order,Demand Draft.
- Foreign remittance,Opening FDR,DPS.
- Monitoring of high risk Accounts to comply with CAMLCO.
- Building relationships with high net worth individuals.
- Answering any financial and banking queries.
- Contributing towards policy making.

- Providing advice on investments.
- Maintaining a professional image at all times.
- Handling customer queries face to face, over the phone or via correspondence.
- Marketing new financial products or services.
- Presenting information clearly to customers.
- Representing the bank within the local community.
- Verifying customer data to detect and identify financial fraud.

24/12/2015 – 22/02/2016

Cash Officer Grade-1,Companiganj Branch,Kumilla
Responsibilities:
Performed duties as cash Incharge

23/11/2012 – 23/12/2015

Cash Officer Grade-I,Gouripur Branch,Kumilla
Responsibilities:
Performed duties as cash Incharge

28/10/2009 – 22/12/2012

Assistant Officer & Cash Officer Grade-II Bhulta Branch,Narayanganj
Performed duties as cash Teller

27/04/2009 – 27/10/20009

Trainee Officer,Motijheel Foreign Exchange Branch,Dhaka
Responsibilities:
Performed duties as cash Teller

PROFESSIONAL TRAINING & SKILLS

Attended Foundation Training at DBBL Training Wing.

Attended Training on **"Anti-Money Laundering"** at DBBL Training Wing.

I am well experienced in New Branch Opening. I have experience in opening of DBBL Bhulta,Gouripur & Companiganj Branch.

REFERENCES

1.Md Chan Mia
FAVP & Manager
Dutch Bangla Bank Limited
Aminbazar Branch
Cont:01712076468

2.Md Mahbubur Rahman
FAVP & Manager
Dutch Bangla Bank Limited
Uttara Janapad Branch
Cont:01811265335