

CURRICULUM VITAE

OF
MD. ANISUR RAHMAN



Mailing Address

C/O: Md. Abdus Salam Khan
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Pabna Sadar, Pabna 6600
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Career Objective:

To work in a Multi Vendor environment, where I can place by skills to the best of my effort for the achievement of objective of the organization, through active participation and maximum cooperation. I am sure that the skills I have and I will learn, would in turn broaden my knowledge and help me in an acquiring expertise in the related field.

Professional Experience:

- Working as a Relationship Officer (OG-II) in BRAC Bank Ltd. at Pabna Branch. From June 30 2016 till to Date.

Major Responsibilities Includes:

- Marketing the different type of assets products under emerging corporate department.
- Marketing the different type of Liability products under BBL Policy.
- File Development & File Documentation both the products of SME, Commercial Housing, Commercial Vehicle Loan and Local Corporate Finance.
- Preparation of credit appraisal report, financial statement analysis.
- Evaluation of the mortgage properties.
- Maintain existing Customer & Relationship and try to increase portfolio day by day.
- Supervising, Monitoring & Recovery of the Loan file.
- Any Other Development Activity assign by the Management.
- And operate others Operational Activity.

- Working as a Officer in MIDAS Financing Ltd at Bogra Branch. From February 23, 2015 to June 29 2016

Major Responsibilities Includes:

- Visit the project and marketing the different types of MFL products.
- Project development & project documentation both the products of SME, Housing, and Corporate Finance.
- Preparation of credit appraisal report, CIB, financial statement analysis & CRG techniques.
- Visiting guarantors and evaluation of the mortgage properties.
- Maintain Customer Relationship.
- Supervising, Monitoring & Recovery of the projects.
- Meeting with the sponsor of Defaulter projects.
- And operate others Operational Activity.

- Working as a Business Support Officer under Emerging Finance Department, Corporate Finance Division in Lankabangla Finance Ltd. From April 01, 2012 to Feb 22,2015.

Major Responsibilities Includes:

- Collection & Disbursement Follow up.
- Maintain Strong Relationship With Existing Client.
- New client Search for Increase Business Portfolio.
- Maintain Relationship with The debtor to Assist Debtor Manager.

Academic Qualification

M.B.S (Masters of Business Studies):

Second Class (**55%**)
Department of Accounting
Govt. Edward College, Pabna.
National University. (2008)

B.com (Bachelor of Commerce):

Second Class (**50%**)
Department of Accounting
Govt. Edward College, Pabna
National University. (2007)

H. S. C (Humanities):

G.P.A- 2.40
Mashundia Bhawanipur K.J.B.College.
Rajshahi Board. (2003)

S. S. C. (Humanities):

First Division (**62%**)
Dhobakhola Coronation High School (Sannayashibadha)
Rajshahi Board. (2000)

Others Qualification

PGDFM (Post Graduate Diploma in Financial Management):

Qualified-2014
Bangladesh Institute of Management (BIM)
Dhanmondi

Technical Certification:

- i) Certificate of achievement completed training on MS Word, MS Excel, MS Power Point, Internet, Email, Computer Basic operation & security by MIDAS Financing Ltd.
- ii) Successfully completed of 6 (Six) months basic course on Computer operating.

Training Summary:

- Development of Professional Selling.
- Overview of BRAC Bank Ltd.
- BRAC Bank Products and services.
- Product Program Guideline.
- Service quality.
- How to handle Difficult, Negative, Silent & Unresponsive clients.
- Financial Statement, Ratio analysis, Loan Application and presentation.
- Loan approval, Sanction, CIB Report and Disbursement process.
- Security documentation, Loan Monitoring, recovery mechanism and legal aspects.
- Account Monitoring and approval process.
- Anti Money Laundering.

Language Skills:

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

PERSONAL INFORMATION

Father's Name : Md. Abdus Sattar Miah
Mother's Name : Saleha Begum
Date of birth : 20 January, 1983
Sex : Male
Nationality : Bangladeshi (By birth)
Religion : Islam (Sunni)
Marital Status : Single
Permanent Address : C/O: Md. Abdus Sattar (Akka) Miah
Village: Sannayashibadha, Post: Aminpur,
Thana: Bera, Dist: Pabna

Hobbies :

Computing, Listening Music, Watching Movies and Traveling etc.

Strength:

- Ability to work reliably to work and responsibly, with initiative and drive.
- Strong interpersonal skill and ability to work effectively in a team based environment.
- Fast learning ability, multi tasking and time management skill.

Reference:

1. Mohammad Shahadat Hossain
Senior Manager,
LankaBangla Finance Ltd.
Safura Tower (Level 11),
20 Kemal Atatürk Avenue
Banani, Dhaka-1213
Telephone: 9881019 Fax: 8810998
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2. Md. Touhid Hossain
First Assistant Vice President,
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Date:.....



(Md. Anisur Rahman)