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HASSAN MUHAMMAD SWAIB

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Career Objective:

An existing and creative positions where there is opportunity to work with people in an environment of excellence and passion.

Career Summary:

I have some experience about sales and marketing also have some experience about recovery, distributor channel. Presently I am working with Brac Bank Small Business as a Customer Relations Officer.

Employment History:

Total Year of Experience : 10.3 Year(s)

1. **Relationship Officer (Officer) (January 28, 2018 - Continuing)**

The City Bank Ltd.

Company Location : Elephant Road, Dhaka
Department: Small Business

2. **Officer Grade2 (Customer Relations Officer) (December 18, 2016 - December 31, 2017)**

Brac Bank Ltd.

Company Location : Mohammadpur SME Sales & Service Center.
Department: Small Business

Duties/Responsibilities:

Marketing of Asset & Liability Product & Service. Preparation of Loan Proposal.
Preparation of The loan agreement and necessary document (Mortgage and other legal documents). Monitor existing & new loan holder to pay of their regular & overdue loan installment.

3. **Territory Officer (December 24, 2014 - November 13, 2016)**

IFIC Bank Ltd

Company Location : 10th Floor, BDBL Building, 8 Rajuk Avenue, Motijheel, Dhaka-1000
Department: Mobile Banking Division

Duties/Responsibilities:

Customer acquisition, Create new agent to expand business. Supervision distribution channel, Monitoring & build up relation with mobile banking agents. Sells products by implementing sales plans supervising sales staff. Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories projecting expected sales volume and profit for existing and new products.

4. **Junior Field Officer (September 11, 2011 - June 30, 2014)**

Dutch Bangla Bank Ltd.

Company Location : Dhaka, Bangladesh

Department: Mobile Banking Division

Duties/Responsibilities:

Customer acquisition, Create new agent to expand business. Supervision distribution channel, Monitoring & build up relation with mobile banking agents. Sells products by implementing sales plans supervising sales staff. Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories projecting expected sales volume and profit for existing and new products.

5. Collection Executive (January 1, 2008 - September 4, 2011)**Prime Bank Ltd.**

Company Location : Motijheel, Dhaka, Bangladesh

Department: Retail Banking Division, Call Center

Duties/Responsibilities:

Persuasion to delinquent (delinquent due to non payment or irregularity in payment for 1 to 12 and more consecutive months) loan holders for settlement of overdue outstanding amount over phone, in writing and physical visit if necessary.

Issuance of Reminders (1st, 2nd and Final) for settlement

Daily activities of collection executives of the group i.e. âcollection phone calls, physical visit to delinquent loan holders, daily attendance and daily call & visit report To achieve individual as well as group recovery target.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration	Human Resource Management	Atish Dipankar University of Science and Technology	CGPA:3.51 out of 4	2012	16 months
Bachelor of Business Administration	Marketing	Bangladesh University	CGPA:3.27 out of 4	2008	4 years
HSC	Humanities	Mohammadpur Kendryo University College	CGPA:3.6 out of 5	2004	2 years
SSC	Science	HGB High School, Sunamgonj	First Division, Marks :63%	2000	-

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 30000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Marketing/Sales
Preferred District	: Anywhere in Bangladesh. Italy, Saudi Arabia, United Kingdom, United States, Canada,
Preferred Country	: Singapore, South Korea, Spain, Switzerland, United Arab Emirates
Preferred Organization Types	: Banks, Telecommunication, Govt./ Semi Govt./ Autonomous body, NGO, Trading or Export/Import, Multinational Companies, Hotel, Airline, Direct Selling/Marketing Service Company, Real Estate, Group of Companies, Automobile

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Banks & Financial • Human Resources • MBA/ BBA • Marketing • Business Development • Customer Support/ Client Service • Distribution • Recovery • Sales & Marketing

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father"s Name : Md Sad Ullah
 Mother"s Name : Mrs. Maymona Mortuza
 Date of Birth : June 25, 1984
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill-Banipur, Post-Joynagar Bazar, PS-Sunamgonj, Dist-Sunamgonj, Bangladesh.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md Aftab Ali	Abul Kashem Md Shirin
Organization	: Poeples Republic of Bangladesh	Dutch Bangla Bank Ltd.
Designation	: Deputy Secretary, Cheif Executive Offcer.	Deputy Managing Director
Address	: Zilla Parishad Chapainababgonj	Sena Kalyan Bhaban(3rd floor),195, Motijheel, Dhaka-1000
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Relation	: Others	Family Friend