



**KHADIZA AKHTER**

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**CAREER OBJECTIVE:**

To obtain a challenging and responsible position in the field of banking and finance where I can apply my theoretical knowledge and creativity in order to contribute it eminently to the organizational benefit.

**EDUCATIONAL ATTAINMENT:**

**Bangladesh Institute of Bank Management (BIBM), Dhaka, Bangladesh**

**Master of Bank Management (MBM), CGPA: 3.34/4.00** (June 2016-December 2018)

Courses: Project Management, Business Communication, Business Statistics, Managerial Economics, Business Communication, Statistics, Mathematics, Fundamental of Management, Financial Management, Strategic Management, Risk Management, Marketing Management, Project Appraisal & Management and International Trade and Finance

**Academic Thesis:**

Research Topic: Prospects and Progress of Green Banking in Bangladesh

Findings:

- Green banking encourages online or electronic transaction rather than paper work in order to maintain ecological balance
- It also spreads the awareness to do environmental friendly business practice
- The interest rate of green financing credit is lower than other conventional loans because green banks emphasize more on importance to environmental friendly factors

**Eden Mohila College, Dhaka, Bangladesh**

**Bachelor of Business Administration (BBA) CGPA: 3.15/4.0** (November 2009-December 2015)

**Major: Accounting**

Courses: Principles of Accounting, Principles of Finance, Business Communication, Micro Economics, Macro Economics, Statistics, Business Math, Organization Behavior, Financial and Cost Accounting, Taxation, Principles of Marketing, Investment, Financial Management

**Lalmatia Mohila College, Dhaka, Bangladesh**

**Higher Secondary School Certificate (HSC) CGPA: 4.60/5.00** (August 2007- June 2009)

**Group: Business Studies**

**RESEARCH EXPERIENCE:**

**Employer: Bangladesh Institute of Bank Management (BIBM), Dhaka, Bangladesh**

Research Assistant (January 2018-December 2018)

- Contributed in making questionnaire
- Conducted 300 surveys and 30 interviews for three different research area
- Prepared graphs and charts based on data collection using Microsoft Excel

**LANGUAGE PROFICIENCY:**

- **Language Literacy:** Native level fluency in Bengali and advanced reading, writing and listening fluency in English.

**COMPUTER SKILL:**

- **Computer Literacy:** Advance working proficiency in Microsoft Office Suite; MS Word, MS Excel, MS PowerPoint.

**PERSONAL DETAILS:**

Father's Name	: Late Abdul Motaleb
Mother's Name	: Rahima Begum
Date of Birth	: October 31, 1991
Gander	: Female
Marital Status	: Unmarried
Nationality	: Bangladeshi
National ID	: 19912695033000078
Religion	: Islam

**REFERENCES:**

MD. Mahamudul Ghani  
Principal Officer, CRM division  
NCCBL, Head Office  
Email: [mahamud@nccbank.com.bd](mailto:mahamud@nccbank.com.bd)

Mr. Mahfuzur Rahman  
Assistant Manager, HR & Admin  
A. K. Khan & Company Ltd.  
Email: [mahfuz@akkhan.com](mailto:mahfuz@akkhan.com)