

Applied For: **IT Executive (Sylhet)**

Last Updated : **October 5, 2018**

MAHAMID RAHMAN

Address: 902, Shahidbag (2nd Floor), Dhaka-1217
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Career Objective:

Looking for a position that will guide me to develop my abilities, organizational skills and educational background in development of the position of the company

Special Qualification:

- skilled at communication
- good in organizing event
- responsible, efficient and hard working
- work well with team

Employment History:

Total Year of Experience : 3.2 Year(s)

1. Officer (January 1, 2017 - Continuing)

Standard Chartered Bank

Company Location : Standard Chartered Bank Bangladesh Head Office, 67, Gulshan Avenue, Dhaka
Department: Custody and Securities Settlement Services

Duties/Responsibilities:

- Creating Market Related Newsflashes for Global Clients
- Providing Response to Foreign and Local Clients' Operational Activities Related Queries on SCB Enquiry Management System
- Providing Market Related Information on Due Diligence Questionnaires Received from Foreign and Local Clients
- Opening, Amendment and Closure of Accounts
- Assisting the Client in On-boarding Process and Relevant Static Data Setup
- Sanctions Screening Check prior to Accounts Maintenance
- Monthly KPI Reporting
- Acquiring Holding Statements from CDBL on Daily Basis
- Creating Stock codes/ ISIN Codes for IPO
- Sending Monthly Reports to Clients
- Preparing and Sending Monthly MIS Reports to Client
- Activation of Single Touch Model (STM) between SCB Entities

2. Sales Proposal Executive (September 1, 2016 - December 27, 2017)

Southtech Limited

Company Location : Dhaka Square, Plot 1, Road 13, Sector 1, Uttara, Dhaka 1230

Department: Strategy and Relationships

Duties / Responsibilities:

- Passing Training on all Southtech Products/Services
- Writing Client-focused Proposals in Good English Summarizing Customer Requirements and Benefits of Southtech Products/Services
- Writing Client-Focused Technical Proposals in Good English with the Help of Technical Teams for Customers
- Ensuring Proposals Adhere to Requirements and Deadlines of Request for Proposals (RFP), Expression of Interest (EOI), Request for Information (RFI)
- Providing Quality Assurance of Document Formatting and Content
- Working Closely with the Sales team and Technical Team

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Operations and Supply Chain Management	BRAC University	CGPA:3.25 out of 4	2018	2
B.Sc. Engineering	Computer Science & Engineering	Chittagong University of Engineering and Technology	CGPA:2.84 out of 4	2014	4
HSC	Science	Faujdarhat Cadet College	CGPA:5 out of 5	2009	2
SSC	Science	Faujdarhat Cadet College	CGPA:5 out of 5	2007	2

Professional Qualification:

Certification	Institute	Location	From	To
The Iterative Innovation Process	Online Course of Massachusetts Institute of Technology through edX	Online	September 1, 2017	December 27, 2018
Introduction to Marketing	Online Course of University of British Columbia through edX	Online	September 1, 2017	December 27, 2017
Introduction to Data Analysis Using Excel	An online learning initiative of Microsoft Corporation through edX	Online	September 1, 2017	December 27, 2017

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Present Salary	: Tk. 32000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Engineer/Architect, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: United Kingdom, United States, Australia, Canada
Preferred Organization Types	: Banks, Telecommunication, Software Company, IT Enabled Service, Public Relation Companies, Embassies/Foreign Consulate, Engineering Firms, Airline, Group of Companies, Online Newspaper/ News Portal, Cellular Phone Operator, Technical Infrastructure

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• C#• C++/ VC++• HTML/ DHTML• JavaScript• MS Access• MS Word/ Excel/ PowerPoint/ OneNote• Wireless• LAN/ WAN

Language Proficiency:

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

Personal Details :

Father's Name : Mohammad Mahfizur Rahman
Mother's Name : Elma Afreen
Date of Birth : April 14, 1991
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 902, Shahidbag (2nd Floor), Dhaka-1217
Current Location : Dhaka

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>	
Name	: Sharfaraz Ahmed Chowdhury	Khan Rifat Salam	
Organization	: Standard Chartered Bank	Southtech Limited	
Designation	: Senior Manager	Vice President & Head, Marketing	
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Relation	: Professional	Professional	