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MD. NAZRUL ISLAM

Address: Flat: C3, Khan Villa, 30/5 Kha, Moddopara, KhilkhetTSO,
Khilkhet, Dhaka 1229
Mobile : +8801711483331
email:nazrul1989@yahoo.com



Career Objective:

A high level of motivation and a good work ethic has enabled me to meet goals and see tasks through to the end, helping the customer as much as possible. I am able to deal with inquiries easily and finding solutions.

Career Summary:

Well qualified and results oriented banking and non-banking financial professional with four years of successful experienced in positions of increasing responsibility and duties. Exceptionally strong communication and negotiation skills. Time to time maintain relationship with clients by visiting them as & when required for Recovery purpose.

Employment History:

Total Year of Experience : 4.3 Year(s)

1. Assistant Officer (November 23, 2016 - Continuing)

Bangladesh Industrial Finance Company Limited

Company Location : Corporate Head Office, Gulshan, Dhaka
Department: Recovery & Monitoring, Business Department

Duties/Responsibilities:

Pursue the Corporate, SME default clients for downgrade classification status and taking action, strategy for the recovery of loans expressly the classified ones as per the procedure. Aiding management to prepare agenda, memo and office note for Management Committee or Board Meeting in connection with the Business, Recovery & Monitoring Department. Prepare and checking statement, liquidation process, rescheduling procedure to supporting Business, Accounts, Corporate and SME Department. Coordinate with CAD, Legal Division by check basic documentation before case filed, Check Draft Legal, Auction or other Notice and case withdrawal progression under Artha Rin Ain and NI Act. Pursue panel lawyers and discuss regarding update of cases, Communicate with concern Police Station for execute Arrest Warrant, communicate to print, electronic or online media for mortgaged property selling advertising and working with RJSC for charge creation. Perform any other duties assigned by management time to time.

2. Collection Executive (October 1, 2014 - November 21, 2016)

The City Bank Limited

Company Location : Bandar Bazar Branch, Sylhet

Department: Credit & Collection

Duties/Responsibilities:

Monitor and report on debt levels, identify high risk debt and calculate settlement rates on monthly basis. Liaise and negotiate with clients, their relatives or representation to ensure payment of arrears, both in visiting and by telephone as appropriate. Capable of preparing monthly allocations of Cards, SME(S) & Retail loan. Monitoring & guideline all other personnel are including agency.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Masters of Business Administration (MBA)	Marketing	Southeast University	CGPA:3.39 out of 4	2018
Masters of ICT (Optional)	Information and Communication Technology	National University	CGPA:3.5 out of 4	2012
Masters of Social Science (MSS)	Political Science	National University	First Class, Marks :66%	2012
Bachelor of Social Science (BSS)	Political Science	National University	Second Class, Marks :51%	2011
HSC	Humanities	Sylhet Education Board	CGPA:4 out of 5	2006
SSC	Humanities	Sylhet Education Board	CGPA:3.38 out of 5	2004

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
AML/CFT Regulation	Anti-Money Laundering and Combating The Financing of Terrorism	Bangladesh Bank	Bangladesh	BIFC Head Office, Gulshan, Dhaka	2018	1 Day
Soft Skills for 21 Century Jobs	Developing action plan in job markets.	The American Center, U. S. Embassy	Bangladesh	U. S. Embassy, Dhaka	2018	1 day
The Sideways of Leadership	Leadership Communication	Youth School for Social Entrepreneurs	Bangladesh	SEL Center, Pantapath, Dhaka	2017	1 Day
Business Innovation Summit	Developing Business Idea	Bangladesh Innovation Forum	Bangladesh	KIB Auditorium, Khamarbari, Dhaka	2017	1 Day
NLP Programming	Neuro-Linguistic Programming (NLP): Roadmap for Campus to Corporate	Australian Institute of Strategic Leadership and Business Management	Bangladesh	Career Hub, Banani, Dhaka	2017	1 Day
English Graduate	Skill Development of Reading, Writing, Listening and Speaking	British American Resource Center	Bangladesh	Uttara, Dhaka	2017	6 Month
Digital Media Bangladesh 2017	Digital Media	Youth School for Social Entrepreneurs	Bangladesh	Creative IT Institute, Dhanmondi, Dhaka	2007	1 Day

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 31501
Expected Salary : Tk. 20,000
Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales,
NGO/Development
Preferred District : Anywhere in Bangladesh.
Preferred Organization :
Types

Extra Curricular Activities:

Voluntary Blood Donor, Bangladesh Red Crescent Society, Sylhet, 2010. Election Observer, Bangladesh Election Commission, Kanaighat and Jointa Area, Sylhet, 2009. Member, Debating Society, Kanaighat Govt. College, Sylhet, 2006.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father"s Name : Nurul Islam
Mother"s Name : Fatema Islam
Date of Birth : August 18, 1989
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : House-292, Nandirai, Kanaighat, Kanaighat, Sylhet 3180
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Humayun Kabir	M. M. Mostafa Bilal
Organization	: The City Bank Limited	Bangladesh Industrial Finance Company Limited
Designation	: Vice President and Branch Manager	Managing Director
Address	: Bandar Bazar Branch, Sylhet	Corporate Head Office, Gulshan, Dhaka
Phone (Off.)	: 0821714552	0255045123
Phone (Res.)	:	
Mobile	: 01714403130	01712202434
EMail	: humayun.kabir@thecitybank.com	bilal@bifcol.com
Relation	: Professional	Professional
