

Last Updated : **March 7, 2017**

## **MD. SHOEB KHAN**

Address: House - 11, Road - 14, Sector - 3, Uttara, Dhaka, Bangladesh  
Mobile : 01732953462  
email:md.shoebkhan2015@gmail.com, md.shoeb\_khan@yahoo.com



### **Career Objective:**

Looking for a challenging role so that I can use my capabilities through sincerity, dedication and hard work which will contribute the best for the growth of your organization.

### **Special Qualification:**

Hard worker, quick learner and have the ability to assume responsibility, work well under pressure and able to meet deadlines, efficient and flexible, committed to providing quality work, Good team worker, skilled with interacting with customers

### **Employment History:**

**Total Year of Experience : 3.8 Year(s)**

#### **1. Operations Executive ( September 1, 2015 - Continuing)**

##### **Medical Management Strategies**

Company Location : House-12, Road-35, Apartment-104, Gulshan 2, Dhaka 1212  
(Opposite of All Community Club Ltd.)

Department: Billing

##### **Duties/Responsibilities:**

Verifying a patients insurance benefits

Reminder calling to patient before appointment

Billing the patients

Billing the insurance company

After the insurance company pays, making the needed changes and adjustments like :

- a. Posting the insurance payments
- b. Adjusting the in network discount amount
- c. Transferring any co-pay, co-insurance or deductibles amount to patient
- d. Calling insurance companies to solve zero payment issues

#### **2. Accounts Reconciliation Officer ( March 1, 2015 - August 31, 2015)**

**HOLCIM Cement Bangladesh Ltd**

Company Location : Ninakabbo, 227/A, Gulshan Tejgaon Link Road, Dhaka 1208

Department: Finance

**Duties/Responsibilities:**

Sent the balance confirmation letter and collected confirmation along with account statement from customers

Compared the General Ledger with the customer statement and figured out the noted differences

Prepared the customer account reconciliation statement

Communicated with customers to find out the reason of differences

Reviewed the unidentified differences and posted the necessary adjustments with approval

Reconciled the balances again as a final check after passing necessary adjusting entries

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
BBA	Finance & Marketing	BRAC University	CGPA:3 out of 4	2015	5 years	Member of 1st Runner up team of HULT PRIZE 2015, BRAC University
HSC	Business Studies	Rajuk Uttara Model School and College	CGPA:4.4 out of 5	2010	2	-
SSC	Business Studies	Rajuk Uttara Model School and College	CGPA:5 out of 5	2008	2	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Training and Resource Centre (TARC)	BANGLADESH STUDIES, ENGLISH COMPOSITION I, ETHICS AND CULTURE	BRAC University	Bangladesh	Savar	2011	3 months

**Professional Qualification:**

Certification	Institute	Location	From	To
Certificate of Spelling bee quiz	BRAC University	Savar	February 1, 2011	April 30, 2011

**Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 25000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Garments/Textile  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : China, Greece, India, Italy, Malaysia, United Kingdom,  
 United States, Brazil, France, Pakistan  
 Preferred Organization : Banks, Telecommunication, Wholesale,  
 Types Design/Printing/Publishing, Computer Hardware/Network  
 Companies, Trading or Export/Import, Shipping, Garments,  
 Airline, Direct Selling/Marketing Service Company,  
 Automobile, Cement Industry

**Specialization:**

i. Adequate knowledge about Corporate Finance, Bank Management, Financial Institution, Services Marketing, Branding, Consumer Behavior, International Marketing and Marketing Research  
 ii. Ability to work under pressure with efficient time management and meet team or organization objectives with strong leadership aptitude  
 iii. Excellence in interpersonal skills people skills  
 iv. Good analytical aptitude and problem solving nature

### **Extra Curricular Activities:**

i. General Member of BIZBEE, BRAC University [May 2011 - May 2012]  
 ii. General Member of EDF (Entrepreneurship Development Forum), BRAC University [May 2011 - May 2012]  
 iii. General Member of IABC (International Association of Business Communicators), BRAC University [May 2011 - May 2012]

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : Md. Babar Khan  
 Mother's Name : Mahboob Ara Fatema  
 Date of Birth : June 26, 1992  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : House - 11, Road - 14, Sector - 3, Uttara, Dhaka, Bangladesh  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	Rear Admiral Aurangzeb Chowdhury	Dr. Mohammed Tareque Aziz
Organization	Bangladesh Navy	BRAC Business School
Designation	Assistant Chief, Naval Staff (Operations)	Assistant Professor
Address	:	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01769702100	01763717080
EMail	: caurangzeb@yahoo.com	tareque@bracu.ac.bd
Relation	: Others	Academic