

Curriculum Vitae

Of

Mani Shankar Biswas

Kalashil: 23, Tilagor, Sylhet Sadar, Sylhet

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Career Objective:

To build a career in banking profession where creativity, hard working ability, honesty and responsibility will be appreciated.

Educational Qualification:

Bachelor of Law (LL.B-Hon's).

Year of Passing : 2014
Result : 2.87 out of 4
Major Subject : Law
Institute : Sylhet International University, Sylhet

Higher Secondary Certificate: (H.S.C)

Year of Passing : 2009
Group : Humanities
G.P.A : 3.40 out of 5
Institute : Madayanagar B.P High School & College.
Board : Sylhet

Secondary School Certificate: (S.S.C)

Year of Passing : 2007
Group : Humanities
G.P.A : 3.06 out of 5
Institute : Madayanagar B.P High School & College.
Board : Sylhet

Experience:

Currently working as an "Executive" in **BRAC Bank Limited**, Regional Operating Center(ROC), Subid Bazar Sylhet, from **01st September 2015**. Job Responsibilities are as follows:

- Maintain daily MIS
- Account Data Imaging
- De-Dupe check
- Ensure outward cheque return to concerned branches.
- Ensure OBC records are in accordance with the process.
- Outstation cheque collection: ensure all cheques received for collection are sent to the paying bank for timely collection.
- Accounting voucher and cheque returned charges records are maintained accordingly.

- Account opening form checking as per PPG
- Create/Modify CIF
- Account Level Modification
- KYC data update
- SME File Checking
- Sanction Letter create
- Maintain satisfactory relationship all departments

Personal Information:

Name : Mani Shankar Biswas
 Father's Name : Basanta Kumar Biswas
 Mother's Name : Rekha Rani Biswas
 Date of Birth : 15th March, 1992
 Permanent Address : Village-Itauri, Post Office-Madayanagar,
 Police Station-Madayanagar, District-Sunamganj.
 Nationality : Bangladeshi
 Religion : Sanatan
 Sex : Male
 Blood Group : O-
 Marital Status : Single

Computer Skills:

A proficient operator of MS- Word, MS- Excel, MS- Power Point.

Language Skills:

Have a good command on Bengali and English Language in there all respective skills.

References:

Kamruzzaman
 Manager
 ROC Sylhet, BRAC Bank Ltd
 Pallabi Trade Center, Subidbazar, Sylhet
 Cell: 01714-084646

Md. Shahdat Hossain
 Associate Manager
 ROC Sylhet, BRAC Bank Ltd
 Pallabi Trade Center, Subidbazar, Sylhet
 Cell: 01711234564

Mani
 24-11-19

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Mani Shankar Biswas