

Last Updated : **May 15, 2018**

## **MUHAMMAD ZAHID ZIBRAN**

Address: Muhammad Zahid Zibran, Assistant Officer, Social Islami Bank Ltd. Fenchugonj Branch, Sylhet. Akul Shah Shopping City(1st floor), Thana Road Point, Fenchugonj, Sylhet  
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### **Career Objective:**

Utilize my earlier experience and knowledge in banking by contributing to the improvement as well as progress of bank. My best efforts in terms of time and learning new banking techniques and methods that would be implemented in my tenure as a banker

### **Employment History:**

**Total Year of Experience : 8.2 Year(s)**

#### **1. Assistant Officer ( May 25, 2017 - Continuing)**

##### **Social Islami Bank Ltd**

Company Location : Dhaka, Bangladesh

Department: Branch Banking

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

\* Joint custodian of security stationery and vouchers. \* Perform independently the works of Clearing in BACH. \* Look after the entire works of the collection of OBC and Payment of IBC etc. \* Scrutinize all types of account opening forms, issue thanks letters, make regular KYC etc. in the counter of General Banking as per instructions contained in the Circular # 02/2002 issued by Bangladesh Bank. \* Maintenance of entire remittance section and issue cheque books, DD, PO, MTDR, MMPDR etc. to the clients. \* Sign in all passing voucher and other instruments like cheque, DD, PO, MTDR, and MMPDR etc. as Co-signatory. \* Ensure the balancing of all deposit A/Cs. \* Proper maintenance of all assets being used by me. \* Prepare all return related to General Banking including SBS I and II and Money laundering related statements as well as audit report reply of audit objection in time specially GB for onward submission to Head office and Bangladesh Bank. \* Business Development of the Branch.

#### **2. Trainee Assistant Officer(Cash) ( August 20, 2013 - May 24, 2017)**

**Eastern Bank Ltd.**

Company Location : Dhaka

Department: Consumer Banking

**Duties/Responsibilities:**

\* Custodian of Branch Vault Password.

\* Controlling vault limit by handling transactions of feeding Branch.

\*Fulfill cash liquidity demand of other Branches.

\*Provide cash to ADC on their demand for ATM reconciliation.

\* Controlling counter limit &amp; monitoring the level of cash in the teller drawer.

\*Following all cheque cashing and cash handling procedure.

\* Ensure customer services efficiently shortest possible time &amp; without any flaws.

\* Adjust Bills Pay Machine transactions to the vault.

\*Manage utility bills &amp; BRTA transactions through online Banking system.

\* Properly maintain files &amp; related records according to directions of branch management.

\* Maintaining compliance &amp; various internal issues like- GAP, TACT, Dress Code, Mystery Shoppers &amp; E-Learning, etc.

\* Building strong customer relationship by using sale skills.

**3. Assistant Branch In-charge ( July 15, 2010 - June 5, 2013)****Holy City Securities Ltd.**

Company Location : Sylhet

Department: Administration

**Duties/Responsibilities:**

Keeping B/O Account records & transaction records to make monthly administrative report, checking of invoices. & liaison with government (SEC), public and private offices to assist manager, directors and the Managing Director.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year
M.B.A	Finance & Banking	Leading University, Sylhet	CGPA:3.29 out of 4	2012
B.A	Arts	National University	Second Class	2009
HSC	Humanities	Sylhet Education Board [Foreign Institute]	CGPA:2.2 out of 5	2005
SSC	Science	Comilla Education Board	Second Division	2000

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Foundation Programe on Banking		Eastern Bank Ltd.	Bangladesh		2014	4 Days
Money Laundering Prevention & Anti Terrorism Act 2012		Eastern Bank Ltd	Bangladesh	Sylhet	2014	1 day
Diploma in Computer Science & Engineering Course		National Youth Development Training Center, Dhaka	Bangladesh		2001	6 months

### **Professional Qualification:**

Certification	Institute	Location	From	To
CNB Star of the Month	Eastern Bank Ltd.	Dhaka	May 1, 2015	October 31, 2015
CUSTOMER SERVICE AWARD	Eastern Bank Ltd.	Dhaka	January 1, 2014	December 31, 2014

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 27,000  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization Types : Banks, Insurance, Leasing, Investment/Merchant Banking, Advertising Agency, BPO/ Data Entry Firm, Govt./ Semi Govt./ Autonomous body, NGO, Development Agency, Direct Selling/Marketing Service Company, Cement Industry, Garments Accessories

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Administration</li> <li>• Supervisor</li> <li>• Office Management</li> </ul>

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	Medium

### **Personal Details :**

Father"s Name : Muhammad Abdul Muktadir  
Mother"s Name : Tahmina Fahmin Sheely  
Date of Birth : January 1, 1982  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill:Hatimgonj, P.O:Hatimgonj, P.S:Golapgonj, Dist:Sylhet  
Current Location : Sylhet

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mr.AbdulJalilChowdhury	Mr.OliAhadChowdhury
Organization	: MercantileBankLtd.	EasternBankLtd.
Designation	: FormerAdditionalManagingDirector	BranchAreaHead,Dhaka
Address	: Dhaka Bangladesh	10, Dilkusha C/A, Jibon Bima Bhaban, Dhaka.
Phone (Off.)	:	9556360-332
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Mobile	: +8801711535941	+8801611438386
EMail	:	chowdhuryao@ebl-bd.com
Relation	: Others	Professional

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