

Applied For: **Developer/ Programmer (Sylhet)**

Last Updated : **December 30, 2017**

Nusrat Jahan Tazin

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Career Objective:

I am a confident, motivated, reliable and hard working person with a flexible approach to work And keen to learn new skills. I have the ability to work on my own initiative or as a part of a team, with a commitment to succeed.

Career Summary:

- Ability to handle clients from diversity.- Good knowledge of all day to day operations and all the basic software used in the bank.- Good reputation with the management.- Trustworthy and honest worker.- Efficient in finance and managerial skills.- Good aptitude of keeping a track of all the required documents and getting the tasks completed on time.- Good communicative skills with a high convincing ability.- Ability to build strong professional relationship with potential customers.

Employment History:

Total Year of Experience : 2.9 Year(s)

1. Trainee Junior Officer (February 20, 2015 - Continuing)

Southeast Bank Limited

Company Location : Head Office, 56-57, Eunoos Center, Dulilkusha, Motijheel C/A

Department: Priority Banking Division

Duties/Responsibilities:

- *Write and maintain network security policies and monitor compliance.
- * Educated clients on the variety of loan products & available credit options.
- * Assisted senior- level credit officers with complex Loan Applications, Loan Proposal and Branch Sanction Advice (Overdraft, BG, PG, L/C).
- * Selecting prospective Credit Card & Virtual Card clients.
- *Submitting the required documents related to the loan perspective

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance & Banking	North South University	CGPA:3.13 out of 4	2018	-	-
Bsc. Engineering	Electrical & Electronic Engineering	The University of Asia Pacific	CGPA:3.49 out of 4	2014	4 years	Dean`s Performance Award for Result.
HSC	Science	Siddheswari	CGPA:4.8	2010	2 years	-

		Girls College	out of 5			
SSC	Science	Motijheel Model High School and College	CGPA:5 out of 5	2008	2 years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Quality Assurance		Walton Service Management System (Corporate Office)	Bangladesh	Malibag, Dhaka	2015	1 month

Professional Qualification:

Certification	Institute	Location	From	To
Anti Money Laundering & Countering Financing of Terrorism	Southeast Bank Training Institution	1, Dilkusha C/A, Dhaka-1000.	February 17, 2016	February 18, 2016

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 25000
Expected Salary	: Tk. 0
Preferred Job Category	: Bank/Non-Bank Fin. Institution, General Management/Admin, HR/Org. Development
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: United States, Canada
Preferred Organization Types	: Banks, IT Enabled Service, Trading or Export/Import, Logistic/Courier/Air Express Companies, Engineering Firms

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Electrical/Electronics Telecommunication Network Engineering Financial/ Banking service 	<p>Computer Skills: Microsoft Power point, Microsoft Word, Microsoft Excel, C Programming, MATLAB and Microprocessor, Microcontroller, Routing.</p> <p>Organizing Skills: Well organizing power in different nonprofit and non political organizations.</p> <p>Working ability: Can work well as an individual and in groups in any conditions. Good communication skill. Working as a volunteer in different organizations.</p>

Extra Curricular Activities:

1. EEE Project Club of UAP Executive member 2. EEE Cultural Club of UAP Executive member 3. Participating in EEE Project Fair at UAP 4. Blood donor group (UAP) Executive member

Language Proficiency:

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

Personal Details :

Father's Name : Late Shamsul Alam
Mother's Name : Nazma Akter
Date of Birth : December 1, 1993
Gender : Female
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village- Kahua, P.O. - Bakhsmahmud, Dist. - Feni
Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Md. Saiful Islam	Khandker Atikur Rahman
Organization	: Southeast Bank Limited	Farazy Hospital Limited
Designation	: Assistant Vice President & Head of Branch	Finance Director
Address	: Banasree Branch, Banasree, Rampura, Dhaka- 1219	Block-E, Main Road, Banasree R/A, Rampura, Dhaka- 1219
Phone (Off.)	:	
Phone (Res.)	:	
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Relation	: Family Friend	Relative