

Last Updated : **October 1, 2017**

SHAKIR AHMED CHOWDHURY

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Career Objective:

Achieving top level of organization through my hard working and honesty and producing exact output what the organization need.

Career Summary:

At present I am working at IDLC Finance Ltd, sylhet as Junior Officer under Special as Management . Monitoring and ensuring payments of home loan, car loan and personal loan of consumer division from SM to WO. Issuing letter, classification save, preparing board memo, providing legal suggestions and others.

Special Qualification:

- Proficient in Microsoft Office (MS Word, MS Excel, MS Power Point, MS Outlook)
- Multimedia and OHP presentation.
- Trained on Money Laundering Act-2012.
- Conducting project work and preparing report.

Employment History:

Total Year of Experience : 4.3 Year(s)

1. Junior Officer (June 20, 2017 - Continuing)

IDLC Finance Limited

Company Location : Dorga Gate, Sylhet

Department: Special Asset Management

Duties/Responsibilities:

1. Monitoring and ensuring payments of home loan, car loan and personal loan of consumer division from SM to WO.
2. Issuing reminding letter, classification save, preparing board memo, providing legal suggestions.
3. Cheque entry in systems, dishonor cheque return to customers, cash enter and others.
4. Arranging group visit to chronic customer taking respective RM.
5. Preparing rate revision memo, rescheduling memo and send it to department.

2. Collection Executive (September 10, 2014 - June 13, 2017)

Eastern Bank Limited

Company Location : Chowhatta Branch, sylhet

Department: Special Asset Management Department(SAMD)

Duties/Responsibilities:

Monitoring and collecting payments of SME-S and consumer loan from SM to W/O of delinquent borrowers (SS,DF,BL,WO). Follow-up clients for timely repayments and classification save. Organizing group visit taking RM. Providing legal suggestion to legal officers. Providing necessary information concerning clients issue to head office. Preparing board memo of customers.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	Leading University, sylhet	CGPA:3.56 out of 4	2012	2011-2012
BBA	Management	Leading University, sylhet	CGPA:3.76 out of 4	2011	2007-2011
HSC	Commerce	Sylhet Government College	CGPA:3.5 out of 5	2006	2004-2006
SSC	Science	Dubag High School	CGPA:2.88 out of 5	2004	2003-2004

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Money Laundering Prevention & Anti Terrorism Act, 2012	What is money laundering, process of money laundering. how it happen, rules of money laundering act 2012, what are the functions after finding money laundering in a bank. awareness of money laundering.	Eastern Bank Ltd	Bangladesh	Sylhet	2014	3 days

Professional Qualification:

Certification	Institute	Location	From	To
MS office certificate	Academy of Computer Technology	Shibgonj, Sylhet	June 1, 2010	August 15, 2010

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 20000
 Expected Salary : Tk. 10,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : China, India, Japan, Nepal, New Zealand, United Kingdom,
 : United States, Australia, Canada, France
 Preferred Organization : Banks, Insurance, Telecommunication, Manufacturing
 Types (FMCG), Advertising Agency, Embassies/Foreign Consulate,
 Market Research Firms, Garments, Manpower Recruitment,
 Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • SME • Recovery 	Maintaining relationship with existing and prospective clients in the command area. Follow-up clients for timely repayments and loan recovery. Meeting queries of the existing customers.

Extra Curricular Activities:

Arranged cultural programs in school, college and own locality. Member of Leading University Social Service Club. Collected and distributed aid for winter and flood affected people. Organized a Tree plantation program 14.

Language Proficiency:

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

Personal Details :

Father"s Name : Ziaul Islam Chowdhury
 Mother"s Name : Sulaha Begum Chowdhury
 Date of Birth : December 1, 1987
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Village: Mewa, PO: Dubag Bazar, PS: Beani Bazar, District: Sylhet
 Current Location : Sylhet

Reference (s):

Reference: 01		Reference: 02
Name	: Ahbab Ahmed Jaigirder	Md. Mushfiqur Rahman Shamim
Organization	: The City Bank Limited	Exim Bank Ltd
Designation	: Branch Manager	Branch Manager and SPO
Address	: Bishsonat Branch, Sylhet	Fenchugonj Branch, Sylhet
Phone (Off.)	: 0821714196	
Phone (Res.)	:	
Mobile	: 01717130877	01755571101
EMail	: ahbab.jaigirder@thecitybank.com	
Relation	: Others	Family Friend

