

Last Updated : **April 4, 2017**

SYED MAZHARUL KARIM

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Career Objective:

Seeking a well settled position in a reputed Multinational/National Organization where I can develop my skills and exploited to the maximum extent. Also settled for a sustainable long run career path.

Career Summary:

CSO-Customer service in General Banking, City Bank.
At SIM.COM (TSE) I was worked in
*Operational Sales, experience about Monitoring Sales agents,
*Development new areas business, Route and section creation,
*Territory product & POS visibility,
*Distributor workflows etc.
In ACI Ltd (Officer) & area was
*Operational finance,
*ERP,SAP & EPS Software,Financial Accounts, i.e.
* Treasury funds, Bank Reconciliations,
*Inventory management .

Special Qualification:

*Two and half year experience - About FMCG Operational Finance & one year experiences about Telecom industry sales ,Market operations. Now perform in Bank industry.
* Competent at a high level managing capabilities in different atmosphere.

Employment History:

Total Year of Experience : 5.8 Year(s)

1. **Customer Service Officer (CSO) (June 7, 2015 - Continuing)**

The City Bank Ltd.

Company Location : The City Bank Limited, City Bank Center 136, Gulshan Avenue, Gulshan-2 Dhaka-1212, Bangladesh

Department: Business Branch Banking

Duties/Responsibilities:

- *Branch Customer Services
- *Develop Asset & Liability Proportion
- *Do Regular Activities & keep safe the security Item & reconcile it.
- *Participate more kind of operational activation in branches to face audit easily.
- *Work in NRB section
- *Other works provided by Senior Management
- *ATM servicing, maintains & reconciliation on regular frequency.
- *Generation of new business by building new relationship & strengthening existing relationship with potential customer.
- *Maintenance of operational controls & continuous improvement in operational efficiency.
- *Transaction for foreign remittance & other products (SWIFT, Pay Order, Demand Draft, etc.
- *Work within AML Policy & have keeping knowledge about reporting CTR & STR.

2. Territory Sales Executive (May 1, 2014 - May 31, 2015)**SIM.COM**

Company Location : Khaja Garden City, 3rd Floor, Town Hall Road, Habigonj, Sylhet Bangladesh

Department: Market Operation

Duties/Responsibilities:

- *Monitoring & Evaluating Sales agents,
- *Development new areas business, Route and section creation
- *Territory product visibility, Notability,
- * POS Visit
- * Merchandising
- *Distributor Target Achievement

3. Inventory & Cash Management Officer (February 2, 2013 - April 30, 2014)**ACI Logistics Ltd**

Company Location : Novo Tower (8th Floor), 270 Tejgaon I/A, Dhaka

Department: Finance

Duties/Responsibilities:

- *Monthly financial closing in Branch (Accounts Payable/Accounts Receivable/General Ledger),
- *Prepare detailed bank reconciliations, Reconciliation of accounts
- *Invoice approval in ERP workflow ensuring compliance, Handle payment query, Ensure cost (Op-Ex and Cap-Ex) discipline through challenger role, Suppliers Data update & Reconciliation.
- *Cash Management.
- *Inventory Management

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|-------------------------------------|---------------------|-------------------------------|--------------------|----------|------------|
| Masters Of Business Administration | Finance & Banking | Leading University, sylhet | CGPA:3.33 out of 4 | 2012 | One year |
| Bachelor Of Business Administration | Finance & Banking | Leading University, sylhet | CGPA:2.99 out of 4 | 2011 | Four Years |
| HSC | Business Studies | Madan Mohan College | CGPA:3.1 out of 5 | 2007 | Two Years |
| SSC | Science | Moulvibazar Govt. High School | CGPA:3.31 out of 5 | 2005 | 10 |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|----------------------------|---|--------------------|------------|------------|------|----------|
| SAP & ERP Training Session | Maintain ERP system via SAP & EPS Software. | ACI Logistics ltd. | Bangladesh | ACI center | 2014 | 2 Days |

Professional Qualification:

| Certification | Institute | Location | From | To |
|---------------------------------|--|----------|------------------|------------------|
| Internship | Pubali Bank Ltd. | Sylhet | November 1, 2011 | January 31, 2012 |
| Diploma in Computer Application | Shahjalal University of Science & Technology | Sylhet | January 1, 2011 | July 31, 2011 |

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 15001
 Expected Salary : Tk. 15,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Commercial/Supply Chain
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : New Zealand, Australia, Bahrain, Belgium, British Virgin Islands, France, Kuwait
 Preferred Organization : Banks, Investment/Merchant Banking, Telecommunication, Trading or Export/Import, Tobacco, Immigration/Visa Processing
 Types

Specialization:

| Fields of Specialization | Description |
|---|--|
| <ul style="list-style-type: none"> Banks & Financial Administrative/ Executive Distribution/ Supply Chain Management FMCG Sales & Marketing Telecommunication Products & Services Retail Management | Having knowledge about customer services, telecom sales & marketing and FMCG or retail operational finance. Also have experiences about administrative work. |

Extra Curricular Activities:

Member of Social Club, Debating club, Sports club at University time. Also involve some social development activities.

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English | High | High | High |
| Bangali | High | High | High |
| Arabic | Medium | Medium | Low |

Personal Details :

Father"s Name : Syed Masuk Ali
 Mother"s Name : Jubaida Khanam Chowdhury
 Date of Birth : December 8, 1988
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill : Kuishar PO: Ita-Singkapon PS: Moulvibazar Sadar Dist: Moulvibazar
 Current Location : MoulaviBazar

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|---|--|
| Name | : Md. Bashirul Haque | Tanvir Ahmad Torophder |
| Organization | : The City Bank Ltd. | Ministry of Foreign affairs |
| Designation | : SAVP & Branch Manager | Assistant Secretary |
| Address | The City Bank Ltd Moulvibazar : BR. Kushumbagh Shopping City, Moulvibazar | Ministry of Foreign affairs, Government of the People`s Republic of Bangladesh Segun Bagicha, Dhaka-100. Bangladesh |
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| Relation | : Professional | Academic |