



# Taysir Quadery

## CAREER OBJECTIVE

To work in a challenging and dynamic environment and to keep adding value for the organization that represents myself, while concurrently upgrading my skills and knowledge.

## PROFESSIONAL SUMMARY

Energetic and committed to customer service and sales professional with more than 3 years of Banking experience and an established record of working to very high standards. Extremely organized with the ability to work both independently of own initiative or as part of a successful team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines while maintaining the highest of standards. Manages to resolve dissatisfied customer and administrative situations.

## CORE COMPETENCIES

- Successful job experience of more than 3 years
- MBA (Masters of Business Administration)
- Proficient language skills in Bengali, English and basic in Hindi
- Leadership
- Customer service focused
- Multi-tasking expertise
- Decision making
- Work under pressure
- Proficient with Microsoft Word, Excel and PowerPoint
- Collaborative team player
- Adaptability
- Dealing with difficult situation
- Experienced in customer service and managing compliance.
- Experience in Finacle Software



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## PERSONAL INFORMATION

- **Date of Birth:** 2<sup>nd</sup> MAY 1997
- **Father's Name:** MD MOMIN QUADERY
- **Mother's Name:** ROKSANA CHOWDHURY
- **Spouse name:** MAIMUNA MONSUR
- **Nationality:** BANGLADESHI
- **Religion:** ISLAM
- **Marital Status:** MARRIED

## VISA

- **Currently at** VISIT VISA

## PROFESSIONAL TRAINING

- **Training program on Banking Foundation Course**  
Organized by BRAC Bank  
Training tenure: 14 Nov- 24 Nov 2020
- **Certification Course on AML & CFT**  
Organized by BRAC Bank  
Date: Feb 28, 2023
- **Certification Course on Basics of Information Security**  
Organized by BRAC Bank  
Date: Feb 28, 2023

## LANGUAGE PROFICIENCY

- ❖ Bengali- Native
- ❖ English- Fluent in written and spoken
- ❖ Hindi- Basics in listening and speaking

## COMPUTER COMPETENCIES

- ☑ MS Word
- ☑ MS PowerPoint
- ☑ MS Excel
- ☑ Internet Activities
- ☑ Finacle software

## WORK EXPERIENCE

### **BRAC Bank Ltd. (Oct 2019 – Present)**

- Branch Sales and Services Officer (Oct 2019- March 2021)
- Universal Officer (March 2021- Present)

### **Mutual Trust Bank Ltd. (May 2019-August 2019)**

- Internship at Privilege Banking Department

### **JOB ACCOMPLISHMENTS:**

- Successfully managed to fulfill branch compliance as per guideline of BFIU.
- Managed to fulfill standard customer service as per KPI.
- Successfully fulfilled business targets in the last three years.
- Achieved highest in both cash transactions and service in overall activity based ratio in 2022.
- Has experience in both customer service, cash transactions and compliance maintenance.
- Had the opportunity to learn about priority banking customer services at the time of internship.

## EDUCATION

### ■ **MBA (Masters of Business Administration)**

#### **-Major in Human Resource Management**

CGPA- 3.59 out of 4.00

July 2021 – March 2023

University of Chittagong, Bangladesh

### ■ **BBA (Bachelor of Business Administration)**

#### **-Major in Finance**

CGPA- 3.20 out of 4.00

September 2015 – August 2019

North South University, Bangladesh

### ■ **Higher Secondary School Certificate**

#### **-Business Studies**

GPA- 4.83 out of 5.00

Passing Year- 2015

### ■ **Secondary School Certificate**

#### **-Business Studies**

GPA- 4.69 out of 5.0

Passing Year- 2013

### ■ **Junior School Certificate**

GPA- 4.21 out of 5.00

Passing Year 2010

## REFERENCES

[Available upon request.]