

Md Rezaul Karim



Contact

Address:
Sahara Tower 5, Al Nahda, Sharjah, UAE

Phone:
+971 567065231

Email:
sajib335331@gmail.com

Languages

- Bengali
- English
- Hindi
- Urdu

Hobbies

- Writing
- Reading Book
- Photography
- Gardening

Certifications

Diplomaed Associate The Institute of Bankers, Bangladesh (DAIBB) - 2022
The Institute of Bankers, Bangladesh

Junior Associate The Institute of Bankers, Bangladesh (JAIBB) - 2019
The Institute of Bankers, Bangladesh

Computer Basic Course - 2010
Bangladesh Technical Education Board

Professional Summary

Analytical, detail-oriented professional with 6+ years of extensive experience in exceptional customer service, administering customer transactions, cash management and accounting. Exceptionally organized and focused, demonstrating an outstanding aptitude to manage and balance a variety of financial transactions in a fast-paced environment.

Skill Highlights

- Time management
- Analytical-minded
- Customer assistance
- Work under pressure
- Problem solving
- Multitasking

Experience

Junior Officer (Accounts) - 01/07/2022 to 31/08/2023
First Security Islami Bank Limited, Bangladesh

Key Responsibilities:

- Managed all accounting transactions.
- Prepared salary sheet and other payments.
- Maintained VAT books and VAT return.
- Prepared book of accounts such as cash book, ledger, register etc.
- Prepared monthly, half of the year and yearly accounting reports.

Junior Officer (Cash In-Charge) - 01/07/2020 to 30/06/2022
First Security Islami Bank Limited, Bangladesh

Key Responsibilities:

- Ensured customer transactions with a high level of accuracy.
- Maintained an effective monitoring in the cash management system.
- Maintained accurate financial records.
- Resolved customer complaints.
- Prepared monthly, half of the year and yearly cash related reports.

Assistant Cash Officer - 27/02/2017 to 30/06/2020
First Security Islami Bank Limited, Bangladesh

Key Responsibilities:

- Executed all cash transactions with accuracy.
- Maintained and balanced the cash drawer.
- Complied AML rules, policy and procedures of the company.
- Ensured proper customer service.
- Assisted the senior cash positions.

Educations

Master of Business Administration (M.B.A) - 2016
BGC Trust University Bangladesh

Bachelor of Business Administration (B.B.A) - 2015
BGC Trust University Bangladesh

Reg. No : 161011214
Type : Regular

Serial No : MBA 1040

BGC Trust University Bangladesh



Provisional Certificate

Master of Business Administration

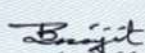
This is to certify that

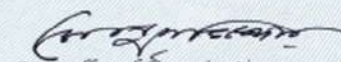
MD. REZAUL KARIM

son / daughter of Md. Ohidul Alam & Khatiza Begum, completed the degree of Master of Business Administration with Major in Human Resource Management from this University in the Examination 2016 held in December 2016 with a Cumulative Grade Point Average (CGPA) of 3.31 in the scale of 4.00.

Dated: October 10, 2017
BGC Biddyanagar, Chandanaish, Chittagong.


Prepared by


Checked by


Controller of Examinations

N.B. : This provisional certificate must be returned at the time of receiving the original certificate.