



PROFILE

Secure a responsible career opportunity to utilize my training and skill, while making a significant contribution to the success of the company.

CONTACT

Electra Street, Abu Dhabi,
United Arab Emirates

Mobile Number:
+971-509192668

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Khanmamun705@gmail.com

PERSONAL DETAILS

Father's Name : Shahid Ullah
Mother's Name : Anwara Begum
Date of Birth : 01-02-1993
Place of Birth : Noakhali
Marital Status : Single
Sex : Male
Religion : Islam
Nationality : Bangladesh
Passport No : A00111081
Visa Status : Employment Visa

Language- English,Hindi,Bangla

ABDULLAH AL MAMUN

EDUCATION

MASTERS OF SOCIAL SCIENCE (M.S.S)

Subject - Economics
National University, Bangladesh.

BACHELOR OF HONOURS (B.S.S)

Subject – Economics
National University, Bangladesh.

HIGHER SECONDARY CERTIFICATE (H.S.C)

Subject – Business Studies
Noakhali Govt. College. Bangladesh.

SECONDARY SCHOOL CERTIFICATE (S.S.C)

Subject – Business Studies
Mridhar Hat High School .Bangladesh.

WORK EXPERIENCE

SMART SECTION TYPING & PHOTOCOPYING.

Abu Dhabi, United Arab Emirates.

Position: Data Entry Clerk. **01 Jan 2022 - Continue**

- New & Renew Emirates ID Typing.
- New & Renew Residency Visa Typing.
- Insurance Typing.
- VAT Submit.
- All kinds Of License Works.
- All Kinds Of Labor & Immigration Works.

SOCIETY FOR SOCIAL SERVICES (S.S.S)

Dhaka, Bangladesh.

Position: Senior Credit Officer. **01 Jan 2020 – 30 Nov 2021**

- Loan sales & Policy Collection.
- New Member data Collection.
- New Member Admit & Opening Savings Account.
- Default Loan Collection.
- Distribution Of Relief To The Poor.

Dutch - Bangla Bank Ltd.

Dhaka, Bangladesh.

Position: Assistant Relationship Officer. (ARO)

01 Jan 2018 – 10 Dec 2019

- New Member Admit & Opening Savings Account.
- Personal Loan.
- Home Loan.
- Car Loan.
- Credit Card Sales.

IFIC Bank Ltd.

Dhaka, Bangladesh.

Position: Direct Sales Associate. (DSA)

05 Jan 2017– 20 Dec 2017

- Default Loan Collection.
- Working On How to Recover Default Loan Money Wins.
- Adopting Different Strategies To Get Money.
- Working With The Third Party In The Bank's Contract For Special Needs.
- Investigating Field In Case of New Loans.

Computer Knowledge:

MS Office Management, E-mail, Internet Browsing etc.

Personal Skills:

- ❖ Time Maintain.
- ❖ Communication.
- ❖ Customer Service.
- ❖ Interpersonal Skills.
- ❖ Leadership.
- ❖ Team Work.
- ❖ Problem- Solving.
- ❖ Door To Door work.
- ❖ Under Pressure.

Declaration:

I am making such trend that all the above information given by me the correct and I will take your company forward through my experience and best efforts.



SIGNATURE