



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 4 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 customers and administrative situations.

CORE COMPETENCIES

- Successful job experience of more than 4 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: 2nd MAY 1997
- Father's Name: MD MOMIN QUADERY
- Mother's Name: ROKSANA CHOWDHURY
- Spouse name: MAIMUNA MONSUR
- Nationality: BANGLADESHI
- Religion: ISLAM
- Marital Status: MARRIED
- Passport No: B00707701

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: Mar 11, 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 and Proficient in typing

WORK EXPERIENCE

BRAC Bank PLC. (Oct 2019 – Dec 2023)

- Branch Sales and Services Officer (Oct 2019- March 2021)
- Universal Officer (March 2021- December 2023)

BRAC Bank PLC is a private commercial bank in Bangladesh, founded in 2001. The bank is a subsidiary of BRAC, a leading development organization in the country.

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 four years.
- Raised multiple STR and SAR and monitored suspicious transactions to restrict AML activities.
- Has experience in both customer service, cash transactions and compliance maintenance.

Mutual Trust Bank PLC. (May 2019-August 2019)

- Internship at Privilege Banking Department

JOB ACCOMPLISHMENTS:

- Had the opportunity to giving premium banking services to Priority banking customers.

EDUCATION

■ MBA (Masters of Business Administration)

-Major in Human Resource Management

CGPA- 3.59 out of 4.00

January 2021 – December 2022

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.]