

Resume of

Md. Setaur Rahman

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Career Objective:

To become a dynamic and versatile person who is capable of merging innovative ideas and also getting me in an organizational environment where honesty, creativity, punctuality and diligence are the corner stone of success.

Employment History:

Total Year of Experience : 9 Year(s)

1. **Officer:** Work as a Branch In charge NRBC Bank Ltd, Bangladesh. (09/09/2021-03/08/2023)
Location: Dinajpur Sadar Sub-Branch, Bangladesh.
2. Work as a Senior Business Development officer (S.B.D.O) Midland bank ltd. Bangladesh. Agent Banking Division. (04/03/2018 to 07/09/2021)
Location: Bogura, Bangladesh.
3. Certificate on “FOUNDATION TRAINING ON AGENT BANKING SERVICE” Organized by Midland bank ltd. Bangladesh.
4. Work as a Sales and Marketing S.O at Reedisha Food & Beverage Limited. Location, Godagari, Rajshahi, Bangladesh. (03/10/2016-03/03/2018).
5. Work as a Sales and Marketing (Territory Sales Officer), Sterlite Publication Ltd, Bangladesh. (10/09/2015- 02/09/2016). Location- Rajshahi. Bangladesh.
6. Work as a Sales and Marketing (Assistant Store Kipper), (15/07/2014 17/08/2015),(Dhaka Tobacco) Akij Corporation Ltd. Bangladesh.
Location- Rangpur, Bangladesh.

NRBC Bank Limited

Company Location: Diabetics More, Sadar Dinajpur Sub-Branch, Bangladesh.

Department: Credit & Branch In-Charge.

Duties/Responsibilities:

1. Prepare and execute loan documentation as per sanctioned terms and conditions and submit Loan Document Check List (LDCL) to Credit Administration Division for activation / disbursement authority.
2. Meet queries of Credit Administration Division regarding LDCL.
3. Take necessary action for disbursement of the loan as per disbursement authority.
4. Check loan repayment progress on daily basis (in absence of dedicated desk of Relationship Officer) and prepare & submit early alert report to Head Office.
5. Pay rent on time (Khajna) and preserve the rent receipt of the Mortgaged Property.

6. Prepare/Generate all relevant reports and statements to submit to Regulatory bodies and Head Office.
 7. Act as Joint Custodian of Security Documents of Loans and Advance.
 8. Work as per SOP regarding delinquent accounts in consultation with Reporting Manager.
 9. Report the position of court cases relating to NPL to the Reporting Manager and make accurate input on Court Cases information into Software.
 10. Maintain database/records on legal expenses of suit filed cases.
 11. Perform as Trade Service Officer in absence dedicated desk for the same (in AD Branches excl. Corporate Branches)
2. Senior Business Development officer (S.B.D.O) Midland bank ltd, Bangladesh.

MIDLAND BANK LIMITED

Company Location: Bogura. Bangladesh.

Department: Agent Banking Division.

Duties/Responsibilities:

Working as Agent Branch In-charge.

1. Acquire new customers to procure asset and liability business
2. Explain product features to potential customers and facilitate them to apply for different asset & liability products of the bank
3. Account opening.
4. Provide following Transaction services to customers:
5. Cheque receipt, Payment & Fund transfer.
6. Services under BACH (Clearing, BEFTN, RTGS).
7. Open/encashment/ Interest payment of different term deposits.
8. Issuance/encashment of Pay Order.
9. Receive cheque book requisition and deliver Cheque book
10. Card, SMS Banking, Digital Banking related Service
11. Foreign Remittance (Inward) service
12. Check and authorize transactions done by other TSO
13. Act as Joint Custodian of the Agent Branch.
14. Ensure Agent Branch maintenance (maintain cleanliness, manage logistics, queue management, Agent Branch security including IT security)
15. Take necessary step for cash management of the Agent Branch
16. Ensure proper customer service and handling disputes
17. Ensure Transfer of AOF, Security instruments, vouchers and other relevant documents to the reporting Branch
18. Send loan related documents [as per PPG] of intending borrower to the reporting branch for further processing of loan application.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.B.S	Accounting	National University of Bangladesh.	Second Class	2012	1 Year
BBS (Hon's)	Accounting	National University of Bangladesh	Second Class	2011	4 years
HSC	Commerce	Rohanpur Yousuf Ali College. Bangladesh.	CGPA:3.70 out of 5	2007	2 years
SSC	Science	Sonaichandi High School, Bangladesh	CGPA:3.06 out of 5	2005	2 years

Professional Qualification:

Certification	Institute	Location	From	To
Training course on Basic Course on Credit Management	NRBC Bank Limited Training Institute, Bangladesh	Motijhil, Head Office Dhaka, Bangladesh	September 9, 2021	September 11, 2021
Training Course on Basics of Banking	NRBC Bank Ltd. Training Institute, Bangladesh	Motijhil, Head Office Dhaka, Bangladesh	December 09, 2022	December 10 2022
1. Certificate on “ICT CYBER SECURITY AWARENESS TRAINING” Organized by Midland bank ltd.	Midland Bank Ltd. Bangladesh	Head Office Gulsan-2, Dhaka, Bangladesh	April 6, 2019	April 6, 2019
2. Certificate on “FOUNDATION TRAINING ON AGENT BANKING SERVICE” Organized by Midland bank ltd.	Midland Bank Ltd. Bangladesh	Head Office Gulsan-2, Dhaka. Bangladesh	September 26, 2018	September 27, 2018

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Canada, France, Germany, Italy, Kuwait, Saudi Arabia, Switzerland, United Arab Emirates, United Kingdom, United States
Preferred Organization Types	: Banks, Insurance, Investment/Merchant Banking, College, Govt./ Semi Govt./ Autonomous body, Shipping, Multinational Companies, Embassies/Foreign Consulate, Buying House, Overseas Companies, Tobacco

Languages Skills:

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|------------|----------------------------------------|
| 1. Bengali | : Speaking and writing |
| 2. English | : Fluent both in speaking and writing. |
| 3. Hindi | : Fluent in speaking |

Personal Details :

Father's Name : Dost Mohammad
Mother's Name : Rizia Begum
Spouse Name : Mst. Farhana Aktar Bithi
Date of Birth : 28/10/1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 8246612736
Religion : Islam
Blood Group : B+
Height : 5'- 6.5"
Weight : 64 Kg
Passport No : A11166062
ID Number : 784-1988-4333097-2
Issuing Date : 30/11/2023
Expiry Date : 29/11/2025

Permanent Address : Vill. Kumra Pukur, Post. Sonaichandi
P.S. Nachole-6310, Dist. Chapai Nawabganj, Bangladesh.

Reference :

1. MD. KOSHIR UDDIN

OWNER:
LABIBA GENERAL CONTRACTING.
REAL BENIFOCIAL
ABU DHABI,UAE
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2. Md. Rezaul Huq

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Midland Bank Ltd.Bangladesh.
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Md. Setaur Rahman