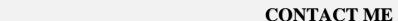
JAMIRUL ALAM

PROFILE

Seeking a challenging role where I can leverage my expertise in banking operations and client relationship management to contribute to business growth and customer satisfaction.





Mailing Address:

💡 Uttar Gomdandi, Boalkhali, Chittagong.

Mobile: +8801879343801

☑ E-mail: jamirulsub@gmail.com

PERSONAL ATTRIBUTES

- Team work and collaboration
- Believe in self Dignity
- Well Communication Skill
- Enthusiastic
- Sincere
- Eager to learn

COMPUTER SKILLS

- MS Word
- MS Excel
- MS Powerpoint
- E-mail & Internet

PROFESSIONAL COURSES

- Graphics Design
- Autocad 2D & 3D
- Digital Marketing

LANGUAGES SKILL

 Fluent in Speaking and Writing Both Bengali & English

WORK EXPERIENCE

Global Islami Bank PLC

Chhagolnaiya Sub-branch

Position: Assistant Officer (Cash)

Duration: 12th November 2023 to Present

Responsibilities:

- Function as a Cash In-Charge.
- Foreign Remittance Service.
- BACH related work (Clearing, EFT, RTGS etc.)
- FDR issue/encashment, ATM operation, ATM card & Cheque book issue.
- Cash transactions of Bangladesh Bank, Inter-branch receipt/payments.
- General Banking and Cash related statement Submitted to HO/Zonal Office.
- Maintaining cash related all kinds of register.
- CTR, STR & Cash related others statement reporting to HO/Zonal Office & Bangladesh Bank.
- Deposit and Business Mobilization.
- Any other works as would be assigned by Head of Branch or Head office from time to time.

Global Islami Bank PLC

Jhenaidah branch

Position : Assistant Officer (Cash)

Duration: 04th December 2022 to 10th November 2023

Responsibilities:

 Cash transactions of Bangladesh Bank , Inter-branch receipt /payments , Utility Bill.

- All types of account opening related works.
- Maintaining cash related all kinds of register.
- CTR, STR & Cash related others statement reporting to HO/Zonal Office & Bangladesh Bank.
- Deposit and Business Mobilization.
- Any other works as would be assigned by Head of Branch or Head office from time to time.

Global Islami Bank PLC

Jashore branch

Position: Trainee Assistant Officer (Cash)

Duration: 01st February 2022 to 2nd December 2022.

Responsibilities:

Cash Receive / Payment related all work.

- Maintaining cash related all kinds of register.
- Regularized Cash related all files & audit objections.
- Product Marketing & Deposit Procurement.
- Any other jobs assigned by the branch management time to time.

INTERNSHIP EXPERIENCE

Location: Chittagong University

Position: Intern

Duration: 10th December 2018 to 21st January 2019

INTEREST

EDUCATIONAL QUALIFICATIONS

- Travelling
- Reading Newspaper & Books
- Social Activities
- Watching Movies
- Listening Music
- Sports

™Master of Engineering (M.Engg)

Institution : Chittagong University of

Engineering Technology (CUET)

Result : Ongoing

Subject : Earthquake Engineering

™ Master of Business Administration (MBA)

Institution : University of Chittagong

Result : Ongoing
Major : Marketing

™Bachelor of Science (B.SC)

Institution : Southern University Bangladesh

Passing Year : 2019

Result : 2.72 out of (4.00)
Subject : Civil Engineering

Higher Secondary Certificate (HSC)

Institution : Sir Ashutoush Govt. College

Passing Year : 2014

Result : 2.80 out of (5.00)

Group : Science

Secondary School Certificate (SSC)

Institution : Uttar Gomdandi High School

Passing Year : 2012

Result : 4.81 out of (5.00)

Group : Science

TRAINING

- Training on "Foundation Course on Banking" held on May 07,2023 to June 05,2023 conducted by Global islami bank PLC.
- Training on "Anti Money Laundering & Combating Financing Terrorism" for fresher's held on November 19,2022 conducted by Global islami bank PLC.

ACHIEVEMENT

- Best Debater in the First & Final round of the Intra Department Bangla Debate Competition 2018.
- Champion in the Final Intra Department Bangla Debate Competition 2018.
- Runners up in the Final Intra Department Bangla & English Debate Competition 2017.

BIOGRAPHY

Father : Khorshed Alam
Mother : Saleha Begum
Date of Birth : 08th April 1997

Sex : Male

Marital Status : Unmarried

Nationality : Bangladeshi (By Birth)

Religion : Islam

Permanent Address : Mojumder Bari vill:Uttar gomdandi

P.O: Boalkhali P.S: Boalkhali

District: Chittagong

REFERENCE

Md. Aminur Rahman

PO & Manager

Global Islami Bank PLC Jhenaidah Branch

Mobile- 01976-744144

Email- aminur.rahman@globalislamibankbd.com

DECLARATION

I hereby assure you that all the information supplied in this curriculum vitae is true and if any inconsistency found then you have right to reject it.

SAM

Jamirul Alam