

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.



CONTACT ME

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

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

EDUCATIONAL QUALIFICATIONS

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	: 08 th 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
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Global Islami Bank PLC Jhenaidah Branch
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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.



Jamirul Alam