

# CURRICULUM VITAE

## Muhyiminul Islam

House-1143, South Ibrahimpur, Dhaka  
cantonment, Dhaka 1206  
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Phone: 01676520463



### Career Focus

Seeking to serve a responsible position in an esteemed organization where I can apply my academic learning and skills to the organization and gain practical knowledge in the relevant job field.

### Academic Qualification:

#### MBA

#### Accounting Information System

University of Dhaka

**CGPA: 3.24** (out of 4 scales)

#### BBA

#### Accounting & Finance

American International University-Bangladesh

**CGPA : 3.61** (out of 4 scales)

#### HSC

#### Business Studies

Dhaka Commerce College

**GPA: 4.80** (out of 5 scales)

#### SSC

#### Business Studies

Bhola Abdur Rob Secondary High School

**GPA: 4.63** (out of 5 scales)

### Experience:

Worked as “Trainee Assistant Officer” in Eastern Bank Ltd.

### Responsibilities:

- Make payment and receive of cash efficiently, within shortest possible time
- Ensure Customer Satisfaction by ensuring Service Excellence in Cash Area
- Achieve set Business target of Loans and Deposits
- Stay alert against fake notes, fraudulent transaction and Money Laundering

**Language Proficiency:**

- Proficiency in reading, writing and speaking in both English & Bangla

**Computer Skills:**

- Microsoft Office 2016/2019, Proficient in Microsoft Excel (V-lookup, H-Lookup, pivot table etc.)
- Excellent researcher using the Internet
- Proficient in Internet operations (mailing, browsing)

**Communication and Interpersonal Skills:**

- Can Make my opinions clear
- Able to make people understood
- Cooperatively working with people

**Extra-Curricular Activities:**

- Participate in “Queen Island Half Marathon 2022”
- Complete a research on “The local NGO of Bangladesh (Doer’s foundation)”
- Member of Bhola Blood Donors Club (A Regular Blood Donor)
- Participate in “Digital poster competition “

**Personal Details:**

Father	:	Mr. Mohiuddin Abdul Kader
Mother	:	Mrs. Shahida Parvin
Date of Birth	:	10, November 1997
Marital Status	:	Unmarried
Blood group	:	O (-)
National ID	:	6901851920
Interests	:	Photography, Music, Sports
Permanent Address	:	House no:686, Road PTI, Bhola sadar, Bhola

**References:**

**Mohammad Faridul Alam**  
Associate Professor & Head  
American International University-  
Bangladesh  
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**Md.Mokammel Hoque**  
Assistant Vice President  
Exim Bank Ltd.  
E-mail:mokammelbd@gmail.com  
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**Signature:**

Muhyiminul Islam