

Date: **10th April 2018**

To

The Head of Human Resource Division

MGH GROUP

Jahangir Tower, Kazi Nazrul Islam Avenue, Kawran Bazar

Dhaka-1215

Subject: Application for the post of **Management Trainee**.

**Dear Conern,**

This is to inform you that I am writing to apply for the current vacancy of MGH Group. I hereby wish to express my interest for the position above and I will try my at best for betterment of your company.

I possess an undergraduate degree in BBA, with a focus on Finance and Accounts from American International University-Bangladesh. I am currently employed by City Bank Ltd located in Badda, Dhaka. I have received broad training on City Bank Alternative Delivery Channel which is one of the core Banking of City Bank. In consequently I have developed multitasking ability and improved my interpersonal skills along with that I have developed time efficiency to complete different task simultaneously. Moreover I have good competency on Microsoft office.

I would request you to kindly consider my application and I will be delighted if I get the opportunity to discuss my application. For any query, you can reach me at my mobile +8801966601025 and also e-mail me at [sohelaiub14@gmail.com](mailto:sohelaiub14@gmail.com)

Sincerely,

Md. Sohel Rana

Enclosure:

1. Curriculum Vitae
2. Photograph

# MD. SOHEL RANA

Nikunjha #2, Khilkhet, Dhaka

Contact: +8801966601025

Email: [sohelaiub14@gmail.com](mailto:sohelaiub14@gmail.com)



## PERSONAL STATEMENT

To be an astute learner in your organization which provides an ample opportunity to exhibits the skills. Determined to learn new things every day. Extensive involvement in all levels of relationship building and program development. Friendly and helpful to both employees and organization's culture so as to improve the productivity and profitability of a company.

## ACADEMIC QUALIFICATION

Exam Title	Concentration/Major	Institute	Result	Pas. Year
Bachelor of Business Administration	Accounting & Finance	American International University-Bangladesh (AIUB)	CGPA:3.62 out of 4	2017
Higher Secondary School Certificate	Business Studies	Comilla Shikkha Board govt. Model College	GPA:4.90 out of 5	2012
Secondary School Certificate	Business Studies	Pomgaon High School	GPA:4.56 out of 5	2010

## KEY SKILLS

- Excellent communication skills, both written and verbal
- Proficient in multimedia presentation
- Skilled in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, SPSS
- Have good leadership skills

## PROJECT COMPLETED

- Report on “**Client transaction process of Unilever Bangladesh Ltd (UBL): Role of Standard Chartered Bank (SCB)**” which was prepared for the compilation of my internship project and it was conducted on my last semester.
- “**Analysis of economic impact of festivals: A study on banking financial institutions**” which was prepared for the course of Bank Fund Management and it was conducted on 7th semester under, Md. Joyanal abedin Chowdhury.

## WORK EXPERIENCES

- “**Call Center Executive-Alternative Delivery Channel**” at City Bank Ltd from 9<sup>th</sup> January 2018 to now.
- “**Physical Verification & Hygiene**” of International Beverage Private Limited December 01, 2016 - December 31, 2017 under supervision of Infinigent Consulting. (Part-time)
- Internship at **Unilever Bangladesh Ltd on project “De claim in CD Finance department”** From May 28, 2017 to August 29, 2017.

## TRAINING

- Participated in **the training on Excel** conducted by the MIS Department of AIUB on **6-8 august 2016**.
- Participated in **the training 11-12<sup>th</sup> march 2016 Social Business Exposure (SBSF)** at Daffodil International University

## ACHIEVEMENTS

- Awarded **DEAN'S LIST HONORS** for earning a grade point average(GPA) 3.75 **during Fall 2016-2017**
- Awarded a participatory certificate for **3 days Excel workshop from AIUB on 9<sup>th</sup> August 2016**.
- Awarded **1<sup>st</sup> position certificate** at AIUB in GROUP of the **“Economics Geography poster designing competition-2015”** on 3<sup>rd</sup> December, 2015
- Awarded **5<sup>th</sup> position certificate** at AIUB in GROUP of the **“Operation Management poster designing competition-2015”** on 19<sup>th</sup> April,2015

## EXTRACURRICULAR ACTIVITY

- **Assistant communication executive** of AIUB Business Club (ABC) from august 2015 - May 2017
- **Coordinator & Volunteered** at AIUB Business Club member recruitment & different programs.
- **Organizer & Volunteered** at AIUB job fair 2015 and 2016
- **Volunteered** at JAAGO foundation in 2015 “Quality education for all”

## PERSONAL DETAILS

- Father : Mr. Ali Hossain
- Mother : Ms. Nilofa Begum
- Date of Birth : 25 August 1994
- Marital Status : Unmarried
- Blood group : O+
- Permanent address : Vill. – Jhalam; P.O. & P.S.- Monohorgonj; District – Comilla
- Nationality : Bangladeshi
- Religion : Islam

## HOBBIES & INTERESTS

Traveling, Listening Music, and meeting new people.

## REFERENCES

Md. Joynal Abedin  
**Assistant professor**  
**Department of Accounting**  
American International University Bangladesh  
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Shah rakib khan  
**Deputy manager, Portfolio management**  
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