

## Mubtasim Fuad

453 (4<sup>th</sup> floor)  
Mother Care School Building,  
95 Begum Rokeya Sarani, Senpara,  
Mirpur-10, Dhaka-1216.  
Mobile No: 01745-646466/01966-233466  
E-mail: [m.fuad1991@gmail.com](mailto:m.fuad1991@gmail.com)



### CAREER OBJECTIVE

Attainment of maximum value through offering well merited performance and interchanging benefit with the organization. I want to be a perfect working hand of the organization to attain its goal and to build up my career.

### PERSONAL DETAILS

**Name:** Mubtasim Fuad  
**Father's Name:** Md. Mazedul Islam  
**Mother's Name:** Most. Ferdousi Begum  
**Date of birth:** December 26, 1992  
**Permanent Address:** Vill: Gopalpur, Po: Dhapari, Ps: Ishwardi, Dst: Pabna.  
**Religion:** Islam (Sunni).  
**Nationality:** Bangladeshi (By Birth).  
**National Id No:** 19927613984000267  
**Marital Status:** Single

### SCHOLASTIC RECORDS

<ul style="list-style-type: none"><li>Name of the Certificate</li><li>Specialization</li><li>Name of the Institution</li><li>Year of Passing</li><li>Result</li></ul>	<b>MBA (Master in Business Administration)</b> Major- Finance American International University Bangladesh 2018 <b>CGPA 3.36 out of 4.00</b>
<ul style="list-style-type: none"><li>Name of the Certificate</li><li>Specialization</li><li>Name of the Institution</li><li>Year of Passing</li><li>Result</li></ul>	<b>BBA (Bachelor of Business Administration)</b> Accounting & Finance American International University Bangladesh 2014 <b>CGPA 3.35 out of 4.00</b>
<ul style="list-style-type: none"><li>Name of the Certificate</li><li>Name of the Board</li><li>Group</li><li>Year of Passing</li><li>Result</li></ul>	<b>HSC (Higher Secondary Certificate)</b> Rajshahi Business Studies 2010 <b>GPA 4.30 out of 5.00</b>
<ul style="list-style-type: none"><li>Name of the Certificate</li><li>Name of the Board</li><li>Group</li><li>Year of Passing</li><li>Result</li></ul>	<b>SSC ( Secondary School Certificate)</b> Rajshahi Science 2008 <b>GPA 4.06 out of 5.00</b>

## Working Experience:

1. **Assistant Officer ( January 1, 2015 - October 24, 2016)**

**Eastern Bank Ltd**

Location: Khulna(AD Branch)

Department: Consumer Banking Division

Designation: Customer Service Manager (Cash In Charge)

**Duties/Responsibilities:**

Branch Cash Management, ATM Load, unload & Reconciliation, Bangladesh bank cash reporting, branch and Bangladesh bank vault management & prepare all kind of cash related reporting to the head office.

2. **Intern ( May 4, 2014 - August 4, 2014)**

**Prime bank Ltd**

Location: Mirpur-1(AD Branch)

Department: Credit & Foreign Remittance

**Duties/Responsibilities:**

Doing all kind of paper work of that dept.

## Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Money laundering prevention Act 2012 & anti terrorism Act 2012	Money laundering	Eastern bank ltd	Bangladesh	Khulna Bangladesh	2016	1 day

## **Expertise Summary**

- Expert in rendering services and maintenance.
- Have good leadership qualities.
- Expert in handling administrative tasks.
- Have the 'Can Do' attitude.

## **Key Skills**

- Have good communications skills in both English & Bengali.
- Have good Ms Office Skill (Ms Word, EXCEL, PowerPoint & Ms Access) etc.
- Able to work with computer systems like UBS, Oracle & ERP.
- Able to work under pressure.
- Good managing and motivating skills.
- Have good directing skills while being in a team.
- Have knowledge and skills to meet the business demands.

## **Extracurricular Activities**

- Social Working at AIUB SHOMOY CLUB as Operation Officer (Senior Executive)
- Photographer
- Playing Chess

## **Language Proficiency:**

<b>Language</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
English	High	High	High
Bangla	High	High	High

### **Reference 1**

MD. Joynal Abedin  
Sr. Professor, Department of Finance  
Faculty of Business Administration  
American International University  
Bangladesh (AIUB)  
Mob: 01925201501  
Email: [mja.aiub@yahoo.com](mailto:mja.aiub@yahoo.com)  
Relationship: Academic

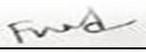
### **Reference 2**

MD. Golam Sarwar  
General Manager  
Planning & Monitoring Division  
Petro-Bangla  
3, Kawran Bazar, Dhaka  
Mob: 01715035250  
Relationship: Relative

## **DECLARATION OF AUTHENTICITY**

I do hereby declare that the presented information is true and free from any kind of misrepresentations to my knowledge. If required and where applicable, this document can be submitted authentic papers.

Sincerely

  
**Mubtasim Fuad**