

Curriculum Vitae of  
**MASHRUFA AKTAR BADHON**

599, North Shahjahanpur  
Dhaka-1217

Contact no: +8801747725083

Email: [mashrufa.04@gmail.com](mailto:mashrufa.04@gmail.com)



### CAREER OBJECTIVE

Intend to work in a challenging and competitive environment where strong sense of responsibilities and commitment is required, where I could provide the standard quality of services according to my knowledge, skills and ability to achieve the institution goal.

### WORK EXPERIENCE

**Position** : Trainee Assistant Officer, Retail & SME Banking Division  
**Bank Name** : Eastern Bank Ltd.  
**Duration** : From May 06, 2018 to Today  
**Location** : Cards Center.

#### Core Responsibilities:

- To achieve set targets in terms of Sales volume & number
- To increase the New customer base
- To help in recovering the Loan Portfolio
- To develop Sales strategies for Retail product
- To plan for attribution and make necessary arrangements so that required Volume & numbers are maintained
- To implement control standards asset, liability and any other indicators as per policy
- To ensure that effective process and controls are in place with clear responsibility and accountability for the prevention of money laundering, mis-selling, misrepresentation, fraud and customers protection in line with the EBL policy and local legal and regulatory requirements
- To ensure that unethical / illegal practices are discouraged and discipline in the team is maintained
- To develop, maintain and where applicable, roll out procedures and controls that meet the requirement of EBL policy, local laws and regulations
- To ensure training standards laid down at center level including those relating to compliance are met

**Position** : Internship  
**Bank Name** : Uttara Bank Limited  
**Duration** : From October 08, 2017 to January 07, 2018  
**Location** : North Shahjahanpur, Branch

## Responsibilities

- To ensure service standard as per policy.
- To position the branch as an effective retail sales and service outlet by providing superior customer service for increasing the customer base and achieving the branch asset & liability targets
- To assist the Branch employee to ensure that all the Regulatory guidelines are followed in operations of the branch

<b>EDUCATIONAL BACKGROUND</b>				
<b>Degree</b>	<b>Major</b>	<b>Completion Year</b>	<b>Institute</b>	<b>CGPA / GPA</b>
<b>MBA (Masters of Business Administration)</b>	HRM ( Human Resource Management )	Ongoing	Independent University Bangladesh	N/A
<b>BBA (Bachelor of Business Administration)</b>	HRM ( Human Resource Management )	2018	American International University - Bangladesh	3.11
<b>H.S.C (Higher Secondary Certificate )</b>	Business Studies Dhaka Board	2013	Viqarunnisa Noon School And College	4.30
<b>S.S.C (Secondary School Certificate)</b>	Business Studies Dhaka Board	2011	Viqarunnisa Noon School And College	4.81

## SEMINAR & WORKSHOP

- Seminar on A win-win guide to your career – learn from the expert on January 2017
- Workshop on Corporate session for students of Human resource and planning and forecasting on September 2017
- Workshop on Competency Development for the students by Department of MGT & HRM April 2017

## EXTRA CURRICULUM ACTIVITIES

- Worked as an Organizer (September 2014-2017) AIUB Performing Arts Club – (APAC)
- Worked as a Team member, Event: HR-Today & Tomorrow Spring 2017 (29<sup>th</sup>- 2<sup>nd</sup> April 2017)
- Sub-Executive Viqarunnisa Noon Science Club(2011-2013)
- House Captain (Krishnochura) Viqarunnisa Noon School & College (2009-2010)
- Volunteer Viqarunnisa Noon School & College (2006-2008)

## LANGUAGE & PERSONAL SKILLS PROFICIENCY

- Good command both in English & Bengali.
- Proficient in MS Office Programs (MS Word, MS Power Point/MS Excel)
- Skilled in making formal reports and making visual and oral presentation
- Patient and good interpersonal skills.
- Good leadership Skills & active participant in any productive team work
- Believes in Smart working.
- Ability to work under pressure/any circumstance

## PERSONAL DETAILS

- Father's Name: Mohammad Mohiuddin
- Mother's Name: Samsun Nahar
- Permanent Address: 599, North Shahjahanpur, Dhaka-1217
- Present Address: 599, North Shahjahanpur, Dhaka- 1217
- Date of birth: 4<sup>th</sup> November 1996
- Nationality: Bangladeshi
- Religion: Muslim
- Blood group: A+
- NID No: 685 963 9095

## REFERENCES

### **Syed Nurul Alam**

Deputy General Manager  
Bangladesh Bank Training  
Academy Bangladesh Bank  
(Central Bank of Bangladesh)  
Mirpur-2, Dhaka – 1216

**Cell Number:** 01935922711  
nurul100alam@gmail.com  
[www.bb.org.bd](http://www.bb.org.bd)

### **Md. Mushfiqul Islam**

Deputy Director (Admin &  
Training) National Housing  
Authority (Ministry of Housing &  
Public Workers)

82, Segunbagicha, Dhaka  
**Cell Number:** 01819954797  
mushfiq.nha@gmail.com  
[www.nha.gov.bd](http://www.nha.gov.bd)

## DECLARATION

I do hereby declare that all the above information is true and correct.



Mashrifa Aktar Badhon