

Tanjiul Ahmed

Career Objective

A seasoned banker with focus on collaborative problem-solving and a keenness in Trade and Finance of banking industry. Enticed by the idea of helping with business technology & operations, taking ownership & showcasing leadership ability to overcome ever-evolving hurdles in the financial services industry.

Professional Details

Citibank N.A. - (November'19- Till date)

Senior Officer, OBU, Trade Operations

- MIFT, Inward & Outward TT processing
- Local Import Bill & Payment processing
- Local Export Bill & Payment processing
- Bangladesh Bank Online Regulatory Reporting
- UPAS LC Processing
- Cash Incentive processing
- IDO/Shipping Guarantee Processing
- Working in multiple Process Automation Projects
- Weekly, Fortnightly & Monthly Internal Reporting
- Communicating & providing one-stop service to clients
- Ensure strict adherence to all the local regulatory instructions, circulars, and relevant Citi policies
- Timely escalation to concern authority when and where necessary

YKK Bangladesh Pte Ltd. - (April'17 - November'19)

Officer, Credit Control Department

- Credit management & control
- L/C, Sales Contract & TT payment management
- Solving problematic payment issues with close monitoring
- Communicating with banks about L/C documents & payments
- Maintain database and periodical analytical analysis
- Prepare and submit all official letters, sent to Bangladesh Bank and customer's bank about L/C and other payment settlement
- Presenting on monthly Business Review Meetings to Directors

NRB Commercial Bank Limited (NRBC Bank) - (June'16 - Aug'16)

Intern, Foreign Exchange Department & General Banking

- Account opening form check and necessary fill up
- Finding Discrepancy in Export documents.
- Organizing Import and export documents SWIFT wise.
- Making phone calls to the customers for necessary information.

Reference

Available upon request



Contact Information

+8801789-817545

tanjiul.ahmed.20@gmail.com

91/1, Crescent Road, Kalabagan,
Dhaka-1205.

Academic Qualifications

MBA (Evening) **2018**

CGPA- 3.44 (Out of 4.00)

Banking & Insurance

University of Dhaka

BBA **2017**

CGPA- 3.74 (Out of 4.00)

Finance & Accounting

American International University

Bangladesh (AIUB)

HSC **2012**

GPA- 5.00

Group- Business Studies

Bir Shrestha Noor Mohammad

Public College

SSC **2010**

GPA- 4.75

Group- Science

Govt. Laboratory High School

KSAs'

- Skilled on MS Office
- Extensive knowledge in Trade
- Skillful in Data Analysis
- Taking Ownership at work
- Leadership
- Adept on Presentation
- Teamwork
- Time management
- Tech Savvy
- Quickly grasp new concepts
- Ability to work under pressure