

MD. REZAUL KARIM



Personal information

Mobile : +8801671112355
Email : rezaul.karimpsn@gmail.com
Address : 170/2 East Kazipara, (2nd Floor) Kafrul, Mirpur, Dhaka-1216, Bangladesh.

CAREER OBJECTIVE

To develop my career in a dynamic and progressive company would like to work in a good environment where sincerity and motivation laid to build up my competence.

PROFESSIONAL EXPERTISE

- Good interpersonal skills
- Prompt learner
- Effective communicator
- Good team player
- Proactive
- Multitasker
- Able to handle work pressure

PROFESSIONAL EXPERIENCES (8.5 YEARS)

Year: 20 June 2018 – Continuing

Title: Junior Officer (Customer e-KYC & Compliance Management)

Organisation: **BKASH Ltd**, RAOWA Complex (6th Floor) VIP Road, Mohakhali DOHS, Dhaka-1206.

- Managing Customer's IQC & NID From ECDB Verification
- Performing KYC reconciliation / Counting/ quality check/ Image Capturing/ data entry/
- Quality Check of the received KYC as per the guideline & timeline
- Data entry of KYC as per customer service requirement
- Follow up with distributor/customer service if required due to any discrepancy found.
- Day to Day KYC reconciliation data

Year: 06 Nov 2016 - 31 Apr 2017

Title: Executive (Central Verification Unit)

Organisation: **BRAC Bank**, Anik Tower, 220/B, Tejgaon, Dhaka 1208, Bangladesh

- Carry out physical investigation of loan/credit card applicant information provided in the form.
- To verify guarantor's & referee's telephone information of all loan/credit card applicant.
- Prepare daily verification report and submit to central verification unit.
- Conduct investigation of address change requests and report to card customer service.
- Logistic support to verification head and other team members.
- Cross match application data with internal record to identify duplication and correct errors.

Organisation: **British Council**, 5 Fuller Road, Dhaka-1000, Bangladesh

- Verification of candidate identity checking passports conducting IELTS speaking test.
- Keep record of late arrival/absent candidates and re-assign for speaking tests.
- Arrange logistical support to IELTS examiners.
- IELTS exams candidates crowd management.
- Set up IELTS speaking test venue.
- Listening venue set up for IELTS LIVE test.
- Assist to prepare 'O' & 'A' Level exams candidates admit cards and venue schedule.
- Prepare desk card and seating plan in line with venue requirement.
- Data entry of exams candidates.
- Handled exams customers and replied queries on registrations, admit card, venue, & certificates.
- Prepare duty roster for invigilators and keep a record.
- Provide event support in assisting department heads.
- Register library members of British Council.
- Prepare membership ID cards for British Council library members.
- To issue library resources to user and keep day to day record.
- Shelving book as per catalogue.

EDUCATIONAL QUALIFICATIONS

Exam	Board / University	Major/Group	Year	Results
BA (Honours)	Dhaka College (National University)	Islamic History & Culture	2016	2.73
H.S.C	University Laboratory College	Humanities (Dhaka Board)	2010	3.40
S.S.C	Nilkhet High School	Humanities (Dhaka Board)	2008	2.88

COMPUTER SKILLS

- Window MS office including MS Word, MS Excel-19, VISTA / 7/8 /8.1/10
- Internet/Web browsing
- Email communications
- Social media activities

LANGUAGE SKILLS

- Bengali – Mother tongue and very much fluent in speaking, listening, reading and writing
- English – Higher Intermediate level and good in speaking, listening, reading and writing
- Hindi – Basic level of understanding and able to communicate in speaking.

ADDITIONAL INFORMATION

Father's Name : Late: M. A. Majid
Mother's Name : Maksuda Akter
Present Address : 170/2 East Kazipara, (2nd Floor) Kafrul, Mirpur, Dhaka-1216, Bangladesh.
Permanent Address : Vill and P.O-Dinara, P.S-Naria, Dist-Shariatpur.
Date of Birth : 01 January 1992
Nationality : Bangladeshi (By Birth)
Religion : Islam
Marital Status : Single
Smart NID No : 9114787162

REFERENCES

Professional reference	Personal reference
Saud Al Shams Global Business Data Analysis Manager, IELTS British Council 5 Fuller Road, GPO Box-161 Dhaka-1000, Bangladesh. Phone: +8809666773377 Cell: +8801730330997 Email: saud-al.shams@britishcouncil.org www.britishcouncil.org/bangladesh	Mohammad Mojibur Rahman Administration Manager Room to Read Bangladesh House- 31(4 th &5 th Floor), Road-4, Block-F, Banani Model Town, Dhaka-1213, Bangladesh. Phone: 9871201, 9871275, 9872051, 9872602 Cell: +8801612001148 Email: mojibur.rahman@roomtoread.org www.roomtoread.org