

ARIF MAHMUD

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Career Objective:

Seeking the role of a Financial Analyst in an esteemed organization. Self-motivated individual with exceptional analytical and quantitative skills and an ability to drive the company's finances with a good team.

Career Summary:

- # Internship Trainee with 3 months of experience in client-facing roles at Bank Asia Limited, where I was handling customer transactions, cross-selling bank products, and keeping customers happy by providing professional and efficient service.
- # Developed e-commerce websites, web portals, documentary launch websites, and donations websites on Fiverr & Upwork Marketplaces since 2019 as a freelancer, and accomplished 25+ projects.

Special Qualification:

- # Work well under pressure as part of a team
- # Well-groomed appearance
- # Polite, respectful, and courteous manners
- # Responsible, efficient, and flexible
- # Quick learner, eager to further my technical knowledge and skills

Employment History:

Total Year of Experience : 0.3 yr

1. Internship Trainee (0.3 yr)

(March, 2022 - June, 2022)

Bank Asia Limited

Bogura

Area of Expertise

General Banking (0.2 yr)

Duties/Responsibilities

- # Assisting with day-to-day banking operations
- # Conducting research and analysis for various projects
- # Providing support to customers and clients
- # Participating in team meetings and training sessions
- # Performing data entry and database management
- # Assisting with the preparation of reports and presentations

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Finance	University of Rajshahi	Enrolled	2023	1 year
Bachelor of Business Administration (BBA)	Finance	Pundra University of Science & Technology	CGPA:3.84 out of 4	2022	4 years
HSC	Arts	Bangladesh Open University	CGPA:3.6 out of 5	2018	2 years
SSC	Science	Faizullah High School	CGPA:5 out of 5	2011	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
JavaScript	Vanilla JavaScript, Node JS	NACTAR	Bangladesh	Bogura	2023	20 days
WordPress Theme Customization	WordPress, Themes, Plugins installation and customization	NACTAR	Bangladesh	Bogura	2022	24 days
Basic Computer Applications	Database Programming	Bangladesh Technical Education Board	Bangladesh	Bogura	2021	6 months

Professional Qualification:

Certification	Institute	Location	From	To
Professional Web Design and Development	ICT Division of Bangladesh	Bogura	April 24, 2020	August 18, 2020

Career and Application Information:

Available For : Full Time
 Expected Salary : Tk. 25000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Multinational Companies, Financial Consultants

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> Leadership and interpersonal skills Problem solving and decision making Analytical and Systematic Thinking

- creativity and innovation
- Relationship Management
- Stress Management
- Project Management Skills
- Web Development
- Digital Marketing (Social Media Marketing)
- Figma

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details :

Father's Name : Md. Mamunur Rashid
 Mother's Name : Arifa Begum
 Date of Birth : August 4, 1995
 Gender : Male
 Height (Meter) : 1.7983
 Weight (Kg) : 76
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Radhakantopur, Bariahat, Shibganj, Bogura 5810
 Current Location : Bogura
 Blood Group : A+

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Khalid Hassan	Md. Jakaria Mahdi Imam
Organization	: Pundra University of Science and Technology	Bangladesh Navy
Designation	: Lecturer	Commander BN
Address	: Rangpur Road, Gokul, Bogura	Khulna
Phone	: 01722079271	01814653237
Relation	: Academic	Relative


Signature