

ARIF MAHMUD

Latifpur, Bogura Sadar, Bogura Sadar, Bogura 5800

Phone: 01894770992

Email: arifmbipu95@gmail.com



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.

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)

(31 Mar 2022 - 30 Jun 2022)

Bank Asia Limited

Area of Expertise:

General Banking (0.3 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	CGPA:3.17 out of 4	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
Accounts Management with Tally Prime (Tally ERP 9)	Accounts Management	BD-Jobs eLearning	Bangladesh	Bogura	2024	6 hours
JavaScript	Vanilla JavaScript, Node JS	NACTAR	Bangladesh	Bogura	2023	20 days
Digital Marketing (Major in SEO)	SEO Audit, On-page SEO, Off-page SEO, Technical SEO, Facebook Ads, Google Analytics, Keyword Research	NACTAR	Bangladesh	Bogura	2023	22 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

bdjobs-amcat Employability Certificates:

Job Role	Test Date
Business Administration (English Comprehension, Logical Ability, Personality, Quantitative Ability)	26 Jan 2020

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. 30000

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

Skill:

Fields of Skill
<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 : 4 Aug 1995
 Gender : Male
 Height (Meter) : 1.7983
 Weight (Kg) : 76
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Radhakantopur, Bariahat, Shibganj, Shibganj, Bogura 5810
 Current Location : Bogura
 Blood Group : A+

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name :	Brazendra Nath Roy	Md. Khalid Hassan
Organization :	Pundra University of Science and Technology	Pundra University of Science and Technology
Designation :	Assistant Professor	Lecturer
Address :	Rangpur Road, Gokul, Bogura	Rangpur Road, Gokul, Bogura
Primary Mobile No :	01816646248	01722079271
Relation :	Academic	Academic

Signature