



RIFAT AMIN

OBJECTIVE

Seeking an entry level job in a well-respected company where I can utilize my knowledge and skills.

EDUCATION

Bachelor of Business Administration (BBA), 2014-2017

International University of Business Agriculture & Technology

Major in Finance & Banking

CGPA- 3.20 out of 4

Higher Secondary School Certificate (HSC) 2009-2011

National Ideal College

Business Studies

CGPA- 5 out of 5

Secondary School Certificate (SSC) 2007-2009

Motijheel Model High School

Business Studies

CGPA- 4.69 out of 5

WORK EXPERIENCE

bKash Limited – Junior Officer (SESP Project under Customer Service Division)

July 23, 2018– February 29, 2020

Duties/ Responsibilities:

- Ensured the quality forms by verifying customer NID,
- Coordinated the **Secondary Education Stipend Project (SESP)** by verifying KYC forms,
- Sorted data by using **MS excel**,
- Checked online account for opening,
- Data entry QC by using **KMS (KYC Management System)** & checked validity of NID through using **ECDB portal**.
- In charge of the **DITF and Book fair campaign**.

CONTACT

ADDRESS:

60 Central Bashabo, Shabujbag,
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EMAIL:

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LinkedIn:

<https://www.linkedin.com/in/rifat-amin-597525110>

facebook:

<https://www.facebook.com/Rifat.Amin00>

HOBBIES

Travelling

Football & Cricket

Reading books

Watching movies

CORE COMPETENCIES

WORK

Adaptation
Quick Learner
Analytical Ability
Organized
Multitasking Ability
Can-do Attitude

PERSONAL

Ambitious
Determined
Optimistic
Effective Team Player

SKILLS

- **Computer Skills:** Good working knowledge of Microsoft Word, Excel, Outlook, Power Point, Photoshop and Familiar with various document templates.
- **Communication Skills:** Ability to communicate well at all levels to form collaborative and effective working relationship to reach final goal.
- **Presentation Skills:** Advanced ability to produce reports and presentations in a professional standard.
- **Team Player Skills:** Enjoy working as a team member as well as independently.
- **Management Skills:** Able to lead others in high-demand situations.
- **Language Skills:** Bengali (fluent), English (fluent).

EXTRA CURRICULUM ACTIVITIES

- Worked as a volunteer in social welfare organizations.
- A member of **Quantum Blood Bank**.
- Former club member of **IUBAT Finance Club**.

REFERENCES

Sadat Mainuddin
Senior assistant vice president
The city bank limited
136, Gulshan Avenue, Gulshan-2 Dhaka-1212, Bangladesh
01711080294
Professional Relation

Mahbub Ullah Miyan
Deputy Director, Admissions and Lecturer
International University of Business Agriculture and
Technology
4 Embankment Drive Road, Off Dhaka-Ashulia Road,
Sector-10, Uttara Model Town, Dhaka 1230
01613394263
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Academic

I hereby declare and affirm that all the information given hereinabove is true, accurate and up-to-date.

Rifat Amin

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