

# **AMIR MOHAMMAD KHAN**

Senior Remittance Officer

# **OBJECTIVE**

Looking to work for an organization where my skills and expertise are utilized in a way that enhances both me and the organization to grow. I aspire to provide my service and grow as a potential attribute to the organization.

# **CONTACT**

amirmkmunna@gmail.com



+88 01718780300



House-02 (Floor-2), Road-04, Block-E, Banasree, Dhaka-1219

## **ACHIEVEMENT**

- Achieved "The Duke of Edinburgh's International Award" - Bronze Standard Award -2014.
- Enrolled for "The Duke of Edinburgh's International Award" -Silver Standard Award-2014
- "The Duke of Edinburgh's Award"
  - Bronze Standard Award -2014.
- An Action Committee Executive member at The Duke of Edinburgh's Award at IUB - DEA IUB (2014-2015).
- Achieved "The Perfect Attendance Certificate" from Notre Dame College
- Secondary School Certificate Merit Recognition Award (2008).

# **EDUCATION**

INDEPENDENT UNIVERSITY **BANGLADESH** 

**Bachelor of Business Administration** 

2011-2015

CGPA - 2.87 (Out of 4.00)

Major - Marketing

**NOTRE DAME COLLEGE** 

**Higher Secondary Certificate** 

2009-2010

CGPA -3.70 (Out of 5.00)

Major -Business Administration

RAMPURA EKRAMUNNESA **BOYS HIGH SCHOOL** 

**Secondary School Certificate** 

2007-2008

CGPA -4.50 (Out of 5.00)

Major - Business Administration

#### **EMPLOYMENT HISTORY**

#### **BRAC SAAJAN EXCHANGE LTD**

**Senior Remittance Officer** 

#### 2016-Till Now

- Execute telephonic transaction.
- Guide beneficiary in collecting funds.
- Create cancellation file for Lozells Branch.
- Query list check (close/reply/phone/email).
- Provide quotation to customer, basis on daily exchange rate.
- Execute amendment and cancel for IBBL cash collection transaction.
- Release transaction from compliance after verifying customer document.
- Refund whole amount of Bank cancellation transactions to Agents
- Communicate with the bank to receive the beneficiary's money.

### **SKILLS**

- Self-motivated.
- Adaptable & Efficient.
- Achievement oriented.
- Strong communication skill.
- Capable of working in a team.
- Confident in decision making.

# PERSONAL INFORMATION

Father's Name : ABUL KASHEM KHAN

Mother's Name : SHAMIM ARA KHAN

Date of Birth : October 22, 1992

National Id No : 2811000120

Permanent Address: House-02 (Floor-2),

Road-04, Block-E, Banasree, Dhaka-1219

# TRAINING & CERTIFICATION

- "Self-Leadership & Growth Mindset for personal & organizational success" in 2019.
- "Completion of BSEL Compliance/AML refresher course" in 2018.

#### **EXPERTIES**

- Microsoft Excel & Word
- Microsoft PowerPoint
- Email & Internet browsing

#### **YUNUS CENTRE**

Internship

June, 2015 - August, 2015)

- Prepared regret letter and coordinated via mail on behalf of Professor Muhammad Yunus.
- Compiled and prepared work profile of Interns at Yunus Centre for "Intern"s Magazine"
- Coordinated with applicants periodically to inform the date of Viva and Written exam applied for the full-time post at Yunus Centre.
- ❖ Volunteered in 92<sup>nd</sup> and 106<sup>th</sup> Social Business Design Lab on 11th July, 2015 at Grameen Bank Auditorium.
- Attended 21st Social Business Design Lab of Grameen Shakti Samajik Byabosha Ltd. (Internal Session).
- Attended the Social Business Academia as a Delegate representing Yunus Centre.

### EXTRA CURRICULAR ACTIVITIES

- Attended "71st Social Business Design Lab" at Yunus Centre (2015)
- ❖ Former member at "The Duke of Edinburgh's Award at IUB DEA IUB"
- ❖ Completed "DEA IUB Leadership Training and Camping DILTC 1 & 2"
- ❖ Attended "Digital Marketing 101" by "WebAble Digital Team" (2014).
- ❖ Participated and Volunteered in 13 Club Events of "The Duke of Edinburgh's Award at IUB − DEAIUB"
- Represented IUB at BBC Bangladesh Sanglap (2014).
- ❖ Volunteered at "20<sup>th</sup> Anniversary Celebration" of Independent University, Bangladesh (IUB).
- ❖ Active member at "Notre Dame College Business Club" (2008-2010)
- ❖ Volunteered at "Nobin Boron Utshob 2009" at Notre Dame College .

#### REFERENCES

Name : Md. Kamrul Islam

Designation : Assistant Program Officer

Organization: Yunus Centre

Addres : Yunus Centre

Mirpur 2, Dhaka 1216, Bangladesh.

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E-mail : kamrul@yunuscentre.org

| Ziaul Ahsan Md. Mahbub

Manager, Corporate Sales

TVS Auto Bangladesh

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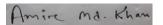
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# **DECLARATION**

I do hereby declare that all information stated above is true and complete to the best of my knowledge and belief.



Amir Mohammad Khan