

# Monirul Islam

📍 House no: 224/1, Road No: 10/A, 19 (old), West Dhanmondi, Madhubazaar, Dhaka-1209, DSCC, Bangladesh

☎ Mob: 01715992404, 01711561582 (res)

✉ monirulislam.mail@gmail.com

in [www.linkedin.com/in/moniruls](https://www.linkedin.com/in/moniruls)



## SUMMARY

- Analytical, data oriented individual looking to apply passion, skills and education in a respected organization.
- Currently working in Eastern Bank Ltd for more than three and a half years.
- MBA graduate from North South University with a major in Finance. Bachelors in Economics obtained from United International University. O' and A' levels background. Good academic achievements overall.

## PROFESSIONAL EXPERIENCE

Feb 2018 – present  
Dhaka, Bangladesh

**Eastern Bank Limited, Relationship Officer (Junior Officer)**

- Ensure all non cash branch services are provided including, account opening and maintenance, fund transfer, certificate issuance, data change etc.
- Conduct banking transactions by carrying out accounting entries and operating ERP systems.
- Coordinate and assist regulatory and internal audits and assist in creating branch audit reports.
- Maintain documentation and records in line with internal audit controls.
- Ensure compliance with banking regulations to prevent fraudulent activities.
- Conduct financial analysis of customers' financial data before sending SME and Retail loan applications.
- Provide one stop customer service and source banking products.

## EDUCATION

Mar 2018  
Dhaka, Bangladesh

**Master of Business Administration, North South University**

**CGPA:** 3.60/4.00

**Concentration:** Finance

**Special Coursework:**

**Finance:** Financial Analysis and Control, Financial Markets and Institutions, Corporate Finance, Commercial Bank Management

**MIS:** Data Communication Systems, Database Management

Oct 2014  
Dhaka, Bangladesh

**Bachelor of Science in Economics, United International University**

**CGPA:** 3.38/4.00

**Special Coursework:** Project Analysis and Evaluation, Project Management, Production and Operations Management, Managerial Economics, Labor Economics, Industrial Organization

Jan 2010  
Dhaka, Bangladesh

**Edexcel General Certificate of Education: Advanced Level/A' Level, Dhanmondi Tutorial**

**GPA:** 3.50/5.00

**Subjects:** Economics, Mathematics, Chemistry, Physics

Jan 2008  
Dhaka, Bangladesh

**Edexcel General Certificate of Education: Ordinary Level/O' Level, Dhanmondi Tutorial**

**GPA:** 5.00/5.00

**Subjects:** Accounting, Economics, Mathematics, Pure Mathematics, English, Bengali, Physics, Chemistry, Biology

## SKILLS

**Microsoft Office** (Advanced), **Microsoft Excel** (Advanced), **SPSS** (Beginner), **Microsoft Dynamics 365 Business Central** (Beginner), **Tally** (Beginner), **Documentation and Records Management** (Intermediate), **Business Writing** (Advanced), **Typing** (Advanced), **Public Presentation** (Intermediate), **GNUCash** (Beginner)

## COURSES AND CERTIFICATES

Sep 2021 – Oct 2021	<b>Microsoft Dynamics 365 Business Central Finance Essentials</b> , Use Dynamics A certification course on the essential structure, functionality and operations of the Finance module in the ERP software, Microsoft Dynamics 365 Business Central.
Aug 2021	<b>Nonprofit Financial Management Essentials Certificate Program</b> , Cornerstone OnDemand Foundation Certificate for a three course program on the basics of nonprofit financial management. Awarded 2.75 credits towards the CFRE (Certified Fund Raising Executive) certification.
Apr 2021	<b>Complete Beginners Course to Master Microsoft Excel</b> , Eduonix Learning Solutions Completed a certificate course on Microsoft Excel.
Jul 2018 – Aug 2018 Dhaka, Bangladesh	<b>Foundation Training on Banking</b> , Eastern Bank Ltd Comprehensive training on the foundations of banking in Bangladesh.

## AWARDS AND ACHIEVEMENTS

2014	<b>Seminar Speaker: EconFest 2.0</b> , Young Economists' Forum, North South University One of the 8 speakers selected nationwide to present their views on Bangladesh Bank as the country's bank regulator.
2009	<b>The Daily Star Award of Excellence</b> , The Daily Star Award and certificate of excellence awarded for obtaining 7 "A" (highest grade) grades in the GCE O' Level Examinations.

## PERSONAL INFORMATION

**Father's Name:** Md Kamrul Islam  
**Mother's Name:** Naznin Sultana  
**Date of Birth:** 29th November 1990  
**Gender:** Male  
**Blood Group:** B+  
**Marital Status:** Single  
**Nationality:** Bangladeshi  
**Religion:** Islam

## LANGUAGES

**English** (fluent), **Bangla** (native)

## INTERESTS

**Swimming, Cycling, Reading** (non-fiction, technical), **Writing**

## REFERENCES

**A.K.M Atiqur Rahman**, Professor, Department of Economics, North South University  
akm.atiqur@northsouth.edu, 02-55668200 Ext 1803; 01726134173

**Md. Mosharraf Hossain**, Additional Secretary, Ministry of Information  
mmhossain621011@yahoo.com, 02-9540860 (Work), 01553726868