

MD. Kamruzzaman Chawdhury



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CAREER OBJECTIVE

Looking for an opportunity where I will utilize my experience, skill, knowledge & potentiality to add extra value to the organization and my career because I'm result-oriented & extremely motivated to constantly develop my skills and grow professionally.

EXPERIENCE

Analyst, I.M.O

Standard Chartered Bank Bangladesh December, 20 – Present

- Working on new business Product "Flexi Loan" from the scratch.
- Developing and working on "KPI" Project of I.M.O (Integrated Middle Officer) team with Chennai hub of SCB
- Working on cross functional activities between Bangladesh Bank and control & governance team.
- Working with control & governance team on loan reporting activities to Bangladesh Bank.
- Working on "Databox" to represent team performance globally.
- Processing 120+ Business Credit Application / BCA per month.
- On-Boarding 10+ new clients & system Setup.
- Leading Client & RM cross functional activities.
- Others...

Officer, C.R.C

Standard Chartered Bank Bangladesh December, 18 – January, 20

- Processed Business Facility Agreement Letter/BFL.
- Processed limit certificate & limit related activities.
- Processed pricing in IMEX system.
- Processed balance confirmation activities.
- Worked as a custodian to secure and circulate client and legal documents to safe and concern Departments.
- Supporting RM and Business to fulfill their Requirement and Queries.
- Others...

Officer, Regulatory and Corporate Affairs

Novotel Limited July 2018 – December, 18

- Generated monthly & annual report of 6 departments and sister concerns.
- Reported to shareholders & to Board of Directors
- Reported to BTCL.
- Handled govt. agencies for smooth business operation.
- Cross functional operation with stakeholders and shareholders to support business.
- Monitored 6 departments and reported to Managing Director.
- Resolved dispute between department dependencies and stakeholders for smooth operation and business.
- Others...

Chief Operating Officer

Bon Souvenir March 2017 – July, 18

- Worked on building a startup company from scratch.
- Formed the overall structure and workflow.
- Analyzed the overall market and set activities to communicate, to choose & to deliver the product.
- Identified business opportunities by understanding market dynamics, business scope and competitive intelligence.
- Led and performed all the activities from building to positioning of a Brand.
- Performed and set activities to build a website and page for the company.
- Developed Organogram, Revenue Model & Promotion Model,
- Led management to set and implement all the operational policies and procedures.
- Ensured that operations are efficient and effective.
- Managed 7 Teams in Dhaka & Chattogram.
- Ensured proper management of resources and staffs.
- Ensured quality and promised services to customers.

- Ensured team members and management are on the same page.
- Others...

Brand Representative

BodyPower Expo Bangladesh May 2017 – July, 18

- Represented the brand in 100+ gym positively.
- Led cross functional operation and handled campaign in 60+ areas of dhaka.
- Assisted in content creation.
- Led a cross functional project to prevent fake products & to identify authentic products.
- Generated brand awareness through word-of-mouth marketing.
- Performed as an opinion leader in my community.
- Provided feedback and insight on new products/services.

Finance Intern

Bangladesh Bank April 2018 – June, 18

- Worked as an Intern in Foreign Exchange Operation Division.
- Monitored F.E.O Activities of Different Department.
- Reported to the G.M. of Foreign Exchange Operation Division.

Undergraduate Teaching Assistant

East West University August 2017 – April, 18

- Guided students to understand their lessons properly.
- Assisted the assigned faculty member by doing official works, taking exams, evaluating scripts etc.
- Prepared study materials for students.

EDUCATION

Masters of Business Administration

United International University

[Major in Marketing] CGPA: 3.55 out of 4.00, Merit Scholarship
January 2019 – May, 2020

Bachelor of Business Administration

East West University

[Major in Finance] CGPA: 3.54 out of 4.00, Dean List Scholarship
January 2014 – April, 2018

Higher Secondary Certificate (Science Studies)

University Laboratory College

GPA: 4.94 out of 5.00
July 2010 - April 2012

Secondary School Certificate (Science Studies)

Motijheel Govt. Boys High School and College

GPA: 5.00 out of 5.00
January 2006 - April 2010

ACHIEVEMENTS



Merit Scholarship

provided by United International University.



Dean List Scholarship

provided by East West University.



Bangladesh Bank Scholarship

Provided by Bangladesh Bank in year 2010 for outstanding academic results on S.S.C.

SKILLS & EXPERTISE

Technical Expertise

MS Excel & PowerPoint

Adobe Photoshop & Lightroom

Personal Skill

Project Management

Strategy Formulation

Analytical Ability

Leadership & Management

Negotiation

Problem-solving

VOLUNTARY ACTIVITIES

- Participated and Champion of I.M.O Photography Contest.
- Worked as a host of "Townhall" of I.M.O Standard Chartered Bank Bangladesh
- Worked as general member at East West Photography Club.
- Worked as a volunteer at Osman Foundation.
- Worked as a volunteer at Hope and Asha.
- Participated in a competition of promoting EWUBC.
- Participated in a public speaking competition organized by East West University Debating Club.

REFERENCES

Md. Reajul Islam, FCA

Partner, Acnabin

E-mail: reaz@acnabin-bd.com

Dr. Mahmud Zubayer

Ex- Assistant Professor

East West University, Dhaka.

E-mail: m_zubayer@yahoo.com