

APU KUMAR PATRA

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**Career Objective:**

Building up and enhancing career in a challenging and rewarding position in at an organization where creativity, sincerity, skill and performance are the criteria for one's appraisal and recognition. Only one motto of life "Hard work for prosperity".

Employment History:**01. Junior Officer - (BACH Operations) (30 April 2019 to till)**

Community Bank Bangladesh Limited

Location: Head Office, Level-5, Police Plaza Concord, Gulshan-1, Dhaka-1212.

Duties/Responsibilities:

01. Receive clearing instruments from system.
02. Verify clearing stamp, crossing, endorsement etc.
03. Debiting respective account.
04. Ensure honor / dishonor in the system.
05. Corresponding with main branch (necessary).
06. Prepare outward clearing & transfer to Bangladesh Bank end.
07. Preparing voucher for inward, outward and return house and matching with Bangladesh Bank settlement.
08. Ensure branches claims through issuing IBCA & IBDA
09. Corresponding Bangladesh Bank & other banks.
10. Rectification of various disputes.
11. EFTN runs to other banks.
12. Bank statement recon solution with GL?
13. Preparing salary for police officials.

02. Assistant officer (December 1, 2015 to 29 April, 2019)

Trust Bank Limited

Company Location: Mirerbazar SME Branch, Tongi ,Gazipur

Department: **Clearing, Remittance (General Banking)**

Duties/Responsibilities:**Scope and purpose of the position:**

To provide superior clearing and remittance related services to the clients and assists the Branch Manager to achieve business target of the branch by promoting and cross-selling the bank's products and services.

Principle accountabilities:

01. Smooth clearing services operation of the branch.
02. Proper clearing operation management of the branch BACH.
03. Smooth customer services as per regulatory body and Bank's guidelines.
04. All type of functions related to remittance.
05. Provide timely feedback to Branch Manager/ Manager-operation.

Key Responsibilities:

01. Receive instrument-inward or outward cheque with duly filled pay-in-slip or voucher, compare the instrument noted in the slip or voucher, cheque or scrutinize for any apparent discrepancy.
02. Cross the instruments in favor of the branch i.e. affixing branch crossing seal after scrutinize the instrument and slip.
03. Check the instruments by UV detector machine to verify that no manipulation attempt has been made on the instrument.
04. Make payment against inward cheque in shortest possible time & without any error and receive outward cheque on behalf of customer without any negligence.
05. Discharge/ endorse the instrument on the back of the instrument as applicable.
06. Clear the instrument through OBC (outward bill collection), in case the branch is not clearing member branch.
07. Make use of CBS software for automated MICR cheque clearing process of the branch as clearing department.
08. Record / posting of necessary by providing comprehensive and timely services to all clients.

Remittance Function:

09. Attracts potential customers by providing comprehensive and timely services to all clients.
10. Assist clients to fill-up forms and various slips related to remittance-foreign or local.
11. Issuance and payment of Pay Order proper maintenance of respective register.
12. Disburse remittance after acquiring necessary documents from the clients and satisfactory scrutinizing the documents provided by the clients.
13. Accurate payment of foreign remittance through different point of sale-western union, placid expresses, Xpress money, and other remittance disbursement channels.
14. Provide services to client's complaints with Banks and other regulatory body guidelines.
15. Handle and resolve customer complaints; explain the best possible solution to clients;

expediting adjustment if required.

16. Ensure that branches maintain all the records that are auditable for good audit rating.

17. Update and safeguard the clearing register for future reference and internal or external audit.

18. Executing all other roles and responsibilities that suit to field of concentration along with other works as and when required by the Management or Line Manager.

18. Processing EFTN, RTGS and Payment Order.

Supervisory Responsibilities:

01. Monitor and encourage the subordinates to enhance the service quality & job involvement.

02. Find the scope of improvement in branch performance to achieve the branch business target.

Previous Knowledge:

01. Opening of all type of deposits A/C.

02. Issuance of cheque book, debit card & pin & delivering the same with realization of charges as per schedule of charge.

03. Encashment & closing of all deposit & scheme account.

04.. Maintenance of deposit account file.

05. Proper maintenance of stock of cheque, debit card & pin with capture item.

06. Processing of debit card, pin re-issue i-banking etc. Operate dispute processing.

07. Issuance of scheme deposit certificate as per circular.

08. TBMM account opening.

09. Realization of installment of scheme deposit on 10th of each month.

10. Uploading of signature card.

11. SMS banking service process & settlement of dispute application.

12. Be more cautious in case of delivery of card or cheque pin to bearer as per letter of authority.

13. Delivery of account statement.

Software Used: FLORA and FINACLE.

03. a2z Study (05 /09/2013 to 05/09/2015)

Students Counselor & Administrative Officer

Company Location: 54 Kemal Attaturk Avenue (4th Floor) Banani, Dhaka-1213, Bangladesh

Department: Administration

Duties/Responsibilities:

01. Devising and maintaining office systems, including data management and filing.
02. Arranging travel, visas and accommodation and, occasionally, travelling with the MD to take notes or dictation at meetings or to provide general assistance during presentations.
03. Screening phone calls, enquiries and requests, and handling them when appropriate.
04. Meeting and greeting visitors at all levels of seniority.
05. Organizing and maintaining diaries and making appointments.
06. Dealing with incoming email, faxes and post, often corresponding on behalf of the MD.
07. Carrying out background research and presenting findings.
08. Producing documents, briefing papers, reports and presentations.
09. Organizing and attending meetings and ensuring the MD is well prepared for meetings.
10. Assisting students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
11. Being accessible and available to clients to respond to their questions and concern.
12. Clarifying academic policies, University /college regulations, program requirements, procedures, and other University information.
13. Respecting client's individual needs and diversity.
14. Update client's records.
15. Receive documents / currier from foreign countries like- Australia, NZ, Malaysia, Thailand.
16. Hotel booking / Air ticket confirm to foreign guest.
17. Followed up clients over the phone and e-mail.
18. To manage the office stationary inventory and distribution and monthly report generating.
19. PABX operation - To answer mainline telephone calls, taking messages and referring on to staff as required and answering queries.
20. Collecting & preserving the address of other organizations/company for communication when required.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Sc	Statistics	Jagannath University	2 nd Class, Marks :55%	2008 (held in 2011)	1 year	-
B.Sc	Statistics	Jagannath University	Second Class, Marks :57%	2007 (held in 2009)	4 year	2nd Class 10th
HSC	Science	Chittagong Public School & College	CGPA:3.30 out of 5	2003	2 year	-
SSC	Science	Chittagong Cantonment High School	CGPA:3.88 out of 5	2001	10 year	-

Training Summary:

Training Title	Topics	Institute	Duration
MS Office	MS (Word, Excel, Power Point & Fortrun etc.)	Space Zone Computers	06 Month
Foundation Training	Money loan court, Six Core risks, Project financing, FC a/c etc.	Trust Bank Training Academy	31 July-18 August 2016
Foundation Training part- 2	Preparing loan proposal, Credit Memorandum, FX, BASEL II, CAMEL, Back office operations etc.	Trust Bank Training Academy	05-16 February 2017

Prevention Of Malpractices in Banks	Internal control policy, Types of fraud in Banks, Lapses of opening L/C , etc.	Trust Bank Training Academy	16-19 July'2018
Anti Money Laundering	AML watch list checks, Know Your Customer (KYC) checks, Cross-border compliance, Custom match sets and easy Maintenance.	Trust Bank Training Academy	01 Day Workshop
Anti Money Laundering- Terrorism Finance	Terrorist financing is the financing of terrorist acts, and of terrorists and terrorist organizations.	Trust Bank Training Academy	01 Day Workshop

Language Proficiency:

Language	Reading	Writing	Speaking
English	Good	Good	Good
Bangla	High	Medium	Good

Personal Details:

Fathers Name : Bijan Kumar Patra
 Mothers Name : Joythna Rani
 Date of Birth : 04/01/1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National ID NO : 3353098217502
 Religion : Hindu
 Permanent Address : Village: Thaipara, PO: Dhaneshwargati, PS: Salikha , Dist.: Magura

References:

Name	01. Nitish Kumar Roy	02. Goutam Biswas
Organization	Pubali Bank Ltd.	BD Police
Designation	GM	SP
Address	Research & Development Division & Compliance Division,Risk Management Division,HO, Dilkusha , Dhaka-1000	Mymensingh District Police, Mymensingh.
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