

MALKU MARTIN SANGMA

Address: 163/2, Tejkunipara, Tejgaon, Dhaka-1215.

Contact no: +8801912141838, E-mail: malku.mms@gmail.com

LinkedIn: <https://www.linkedin.com/in/malkumartinsangma/>



Career Summary

As a Principal Officer in United Finance Limited, I have been performing a role of Relationship Manager to generate business for the organization by establishing and maintaining relationship with the corporate clients. As well as, I have to play a role of credit as because I have to prepare the appraisal and identifying risk through proper working and analyzing the organizational documents provided by the clients.

Achievement and Training

- Annual Performance Award 2018 and Letter of Appreciation from Managing Director for business performance.
- Training on SME Financing conducted by Bangladesh Leasing & Finance Companies Association (BLFCA)
- Workshop on Prevention of Money Laundering and Terrorist Financing conducted by Bangladesh Bank.
- Training program on Workplace Safety Management conducted by the Prevent Safety Solutions.
- Training program on Customer Service Management by CX Consultant and Trainer.

Experience

United Finance Limited

Serving Period: July 1, 2019 to Present, Position: **Principal Officer**, Place of Posting: Tejgaon, Dhaka

Responsibility:

- To play a role of team leader and guide the team to generating new business.
- To prepare necessary reports and appraisal for the lease financing, term loan, corporate financing and syndication financing.
- To maintain a good relation with the corporate clients to fulfill their financial needs in a proper way and ensuring the smooth payment from client.
- To find out the new prospective medium and corporate size clients for long term business.
- Performing as Branch Anti Money Laundering Compliance Officer (BAMLCO) at Tejgaon branch.

United Finance Limited

Serving Period: July 1, 2018 to June 30 2019, Position: **Deputy Principal Officer**

United Finance Limited

Serving Period: February 4, 2016 to June 30, 2018, Position: **Officer**

Education

Masters of Business Administration (MBA) Concentration: Finance, CGPA 3.22 (on scale of 4.00) BRAC University, Dhaka	2017
Bachelor of Business Administration (BBA) Concentration: Finance, CGPA 2.84 (on scale of 4.00) Bangladesh University of Professionals (BUP), Dhaka	2014
Higher Secondary Certificate (HSC) Concentration: Science, GPA 3.90 (on scale of 5.00) St. Joseph Higher Secondary School, Dhaka	2009
Secondary School Certificate (SSC) Concentration: Science, GPA 4.63 (on scale of 5.00) Provati Uchya Biddyanikaton, Dhaka	2007

Skills Profile

Communication Skills:

- Fluent in English & Bengali both in verbal and written.
- Good knowledge of corporate norms and values.
- Proficient in presentation and empathetic person with strong interpersonal skills.

Computer Skills:

- Proficiency includes good knowledge on MS office (word, excel, power point, access, outlook).
- Can perform all the windows operating system-based operations.
- Efficient in internet browsing and data entry along with quick typing skills.

Co-curricular Activities:

- Was an active board member of Science Club of St. Joseph Higher Secondary School.
- Was an active member of Business Club and Sports Club of Bangladesh University of Professionals (BUP).

Personal Profile

Date of Birth : March 25, 1991

Nationality : Bangladeshi (NID: 1010238325)

Religion : Christianity (Roman Catholic)

Father's Name & Profession : Mr. Paul Premson Mrong
Retired, World Vision of Bangladesh (NGO)

Mother's Name & Profession : Mrs. Anna Archona Sangma
Service Holder, World Renew (NGO)

Marital Status : Unmarried

Permanent Address : Vill: Madhobpur, P.O: Ranikhong, P. S: Durgapur, Dist: Netrokona

References

Name	Brenjon Chambugong	Nazmus Sakeeb
Designation & Organization Name	Deputy Secretary, Bangladesh Stationery Office	Assistant Manager, United Finance Limited
Contact Number	01716709318	01552362520
Email	bchambugong@gmail.com, dd.bso@dpp.gov.bd	nsakeeb@unitedfinance.com.bd
Address	Bangladesh Stationery Office, Tejgaon	United Finance, Head Office, Dhaka
Relation	Academic	Professional

I do hereby undertake that the above information is true and they are to the best of my knowledge.



Signature