

## **Resume of Motasim Billah**

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### **Objective:**

I seek a position with challenge & advancement potential in era of modern civilization. I want to survive in globalization with highly structured working environment and opportunities to develop my career.

### **Job Experience:**

#### **Current:**

Designation: Executive  
Company name: Young Optics (BD) Ltd.  
Department: Finance and commercial.  
Duration: 1<sup>st</sup> March 2016 to till now

#### **Job responsibility:**

- Prepared import documentation.
- Follow up for import documents, shipments and ensure on time delivery form factories/supply units.
- To coordinate with C&F agents to ensure on timely shipment.
- Maintaining of Acc. Dept. Petty Cash and Check Petty Cash of other Department.
- Maintaining Cash Flow of Bank Statement.
- Currency Exchange Related works and apply to Bank USD convert to BDT.
- Prepared Monthly Cash Forecast.
- Prepared Monthly Bank Reconciliation.
- Prepared Monthly Fixed asset, Count the fixed asset, Inventory for annual audit.
- Foreign Direct Investment(FDI) Report.
- Calculate & prepared the salary accounting voucher and payment voucher.
- Prepared Accounting and payment voucher for weekly payment.

**Previous:**

Designation: Executive.

Company name: BRAC BANK LTD.

Department: Liability Operation.

Duration: 1 year (from 11<sup>th</sup> January, 2015 to 25<sup>th</sup> February, 2016)

**Job responsibility:**

- Achieve set targets to ensure profitability of the organization.
- Ensure daily reports are done accurately and on timely basis.
- Ensure of the account opening.
- Ensure voucher is being checked on regular basis and matched with FINACLE reports.
- Ensure high degree of service delivery without hampering the normal business course
- Provide friendly and responsive customer service by using skills for excellent customer service
- Ensure superior service quality and out serve commitments
- Interview and answer all sorts of customer queries
- Handling customer complaints in a positive manner and converting complaints into service improvement opportunities
- Pro-actively analyzing and formulating patterns of customer's changing needs of financial services and recommending/suggesting ways to tackle those
- Coordinate with relevant departments for customer service

**Academic Qualification:**

Exam Title	Concentration/Major	Institute/Board	Result	Passing Year
MBA	Management	Jagannath University	Appeared	
BBA	Finance & Banking	Dhaka International University	3.66	2014
HSC	Business Studies	Rajshahi Govt. City College	3.60	2009
SSC	Science	Taherpur High School Rajshahi	4.31	2007

**Computer Skills:**

MS Words, MS Excel, MS Power Point, Finacle Core Banking, Oracle E-Business Suite.

**Strengths, Skills & Abilities:**

- Ability to work independently and in a team.
- Working within time and under pressure.
- Rapid learning capability.
- Warm friendly and have the ability to easily interact with people at any level.
- Self- motivated, challenging, hardworking, leadership quality, punctual, adaptive, friendly, persistent & Honest.

**Hobby:**

Operating Computer, Reading Novel, Watching TV, Traveling to different place etc.  
Participation in different cultural programs in School, college and University. Especially participation in Social Business Seminar at Mohakhali, Dhaka.

**Language Proficiency:**

Fluent in both speaking and writing in English & Bengali.

**Biography:**

Father's Name	: Late Alamgir Shah
Mother's Name	: Late Shahida Begum
Date of Birth	: 10 <sup>th</sup> June, 1992
Sex	: Male
Religion	: Islam (Sunni)
Marital Status	: Single
Nationality	: Bangladeshi (By Birth)
NID Number	: 19928121212000017
Permanent Address	: Vill-Taherpur, P.O- Taherpur, P.S- Bagmara, Dist.-Rajshahi

**References:****Md.Belal Hossain**

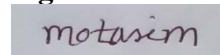
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**S.M Rafiqul Islam**

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**Declaration:**

I do hereby declare the information presented above is true to the extent of my knowledge. If required and where applicable these documents can be supported by appropriate authentic papers.

**Signature:**

Md. Motasim Billah