



# Mohammad Ehsanul Karim

## Trainee Assistant Officer

Experienced individual with a demonstrated history of working in the Banking industry. Career oriented with vision and prospect. Enthusiasm on learning and development.



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## CAREER OBJECTIVE

A dependable and promising business graduate with strong ambition of proving myself in the corporate field. With the thirst of being successful, want to contribute to the progressive growth of the company and interact with different kinds of people. Eager to work in a dynamic and challenging work environment.

## CAREER SUMMARY

### Trainee Assistant Officer

Eastern Bank Limited  
24/10/2018-Continuing  
Skylounge, Retail  
Banking Division.

### Responsibilities

- ✓ Checking the card status instantly and give prompt service to the cardholders.
- ✓ Ensuring that, customer's card is usable in abroad by updating card's endorsement, limit rearrange, foreign part enable, ECOM enable, Card activation.
- ✓ Ensuring proper maintenance of the lounge during duty hours.
- ✓ Generate sales lead from airlines passengers and walk-in guests.
- ✓ Providing the general banking information to the customers.
- ✓ Prepare the monthly reports of EBL SKYLounge.
- ✓ Selling channel banking products and customer onboarding.

### Intern

EXIM Bank Limited  
01/02/2018-30/04/2018  
General Banking &  
Foreign Exchange

### Responsibilities

- ✓ Verifying the account opening forms.
- ✓ Account's risk rating analysis.
- ✓ Determining transaction profile.
- ✓ Recording newly issued LC.
- ✓ Recording export performance of the clients.
- ✓ Updating the registers.

## EDUCATION

2013-2018



### Bachelor of Business Administration

North South University  
Human Resource Management  
CGPA 3.02 out of 4.00

2011-2013



### Higher Secondary Certificate

Dhaka City College  
Science  
GPA 4.40 out of 5.00

2009-2011



### Secondary School Certificate

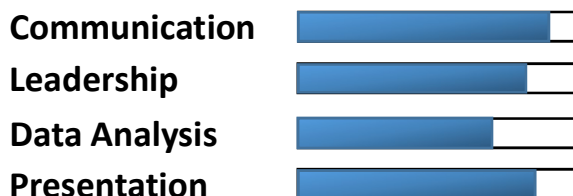
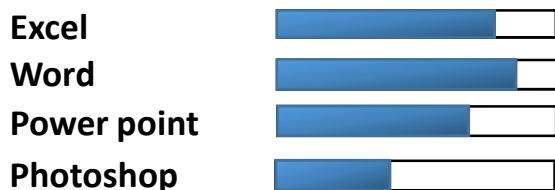
Motijheel Govt. Boy's High School  
Science  
GPA 5.00 out of 5.00

## TRAINING

- ☐ Advanced Microsoft Excel By 365 Data Science.
- ☐ Foundation Training on Banking, 2019 at EBL.
- ☐ Training on Liability and Wealth Management Products, 2020 at EBL.
- ☐ Training on Agent Baking, 2020 at EBL.

## SKILLS

- ☐ Strong digital skills and ability to learn quickly and apply new technologies.
- ☐ MS Office Suite proficiency with ability to conduct basic database tasks in Excel.
- ☐ Excellent leadership and strong management skills. Ability to interact with a wide range of individuals to solve problems and implement solutions.
- ☐ Demonstrated knowledge of financial/ business principles/ profitability.
- ☐ Excellent communication and interpersonal skills to develop and maintain strong business relationships with potential customers.
- ☐ Effective customer-service skills with the ability to listen and respond to customer's needs or issues.
- ☐ Solid organizational skills and ability to handle multiple tasks simultaneously and within strict deadlines.



## EXTRA CURRICULAR ACTIVITIES

- ☐ Participated in Inter- Class Cricket & Football Tournaments in the years 2007- 2009.
- ☐ Participated in "Warm This Winter" event of Shadhin Bangladesh Foundation as a general member in 2012

## LANGUAGES

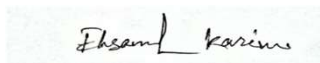
Bangla	★ ★ ★ ★ ★ ☆
English	★ ★ ★ ★ ☆ ☆

## REFERENCES

**Ismail Hossain Tamal**  
**Senior Officer**  
In Charge , Skylounge  
Retail Banking Division  
Eastern Bank Limited  
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I hereby declare that all the information stated above is true to best of knowledge & belief. I take the responsibility of any mistakes in data if occur in future.



Mohammad Ehsanul Karim