

## Md. Al - Amin Khan

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### Career Objective:

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*To work with an organization where I can continuously learn in the pursuit of achieving functional excellence, thus getting maximum job satisfaction and career growth.*

### Job Experience:

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**a. “Trainee Officer” at IDLC Finance Limited**

**(SME Division, Dilkusha Branch)**

(From 29<sup>th</sup> April 2019 – 31 August, 2020)

**Job Responsibilities:**

- Explore small and medium sized businesses for financing.
- Organize sales call & visits and present company’s financial products to potential clients.
- Achieve individual monthly target of sales and collection.
- Maintain strong relationship with customers and other stakeholders with high level of integrity.

**b. Worked as a “Trainee Sales Officer” (TSO) at ONE Bank Ltd.**

(Principal Branch, Dilkusha) [September, 2018 – April, 2019]

**Job Responsibilities:**

1. Able to sell Banking Products (All Sorts of Credit Cards Direct Sales).
2. Direct Selling & marketing products through at Customer Points of Credit Card.

**Total Year of Experience at Sales & Marketing: 02 Years**

### Training Certificate:

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Workshop on, “Grooming, Selling Techniques & Induction” under IDLC Sales Academy-School of Warriors. (Tenure: 03 Days at Hotel Bengal Kenory Park, Gulshan-1, Dhaka)

### Educational Qualifications:

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- North South University [NSU]  
Master of Business Administration [MBA]  
(Credit Passed 57 out of 63)  
Major: Human Resource Management (HRM) & Marketing  
Course Completion: 2020
- Shaikh Burhanuddin Post Graduate College.  
(National University).  
Bachelor of Business Administration [BBA]  
Major : Finance  
CGPA: 2.99 (Out of 4)  
Internship Program at Al-Arafah Islami Bank Ltd, (Duration: 3 months).  
Jatrabari Branch. (Training & Working Activities).
- University Laboratory School and College (I.E.R, University of Dhaka)  
HSC-2009  
Group : Business Studies

GPA : 3.30 (Out of 5)

- Jatrabari Ideal High School and College  
SSC-2007  
Group : Business Studies  
GPA : 3.75 (Out Of 5)

### Language & Communication Skills:

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- Bangla : Mother Tongue.
- English: Fluent in Reading, Writing & Spoken

### Summary of Skills:

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- **Skills in MS-Word, MS-PowerPoint, MS-Excel, Windows Operating System (2,7,8,10) Internet Browsing etc.**
- **Diploma in Computer Science and Programming (6 Months).**
- Good presentation skill and analytical ability.
- Being able to work in team and also individually.
- Proper organizing skill, responsible and a quick learner.

### Extra Curriculum Activities:

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- **IELTS Enrolled**
- Member of MBA Club at North South University (NSU).
- **Singer** of NSU MBA Club.

### Personal Information:

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**Name** : Muhammad Al-Amin Khan  
**Father's Name** : Late, Muhammad Younus Khan  
**Mother's Name:** Mrs. Aleya Begum  
**Date of Birth** : March, 05, 1992  
**Nationality** : Bangladeshi  
**Region** : Muslim  
**Gender** : Male  
**Blood Group** : O+  
**Marital Status** : Single  
**Height** : 5' 7"  
**Hobby** : Singing, Painting, Teaching, Traveling, Playing Cricket etc.  
**National ID No:** 101 765 6354  
**Permanent Address:** 350 no, Mirhajirbag, Jatrabari, Dhaka-1204.

### Personal Attributes:

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Smart, well-groomed, energetic, dynamic, good performer and ready to take challenges.

### Interpersonal Skill:

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- Able to handle pressure and motivate people in a positive way.
- Able to make friends quickly and get along with others as well as quick learner.
- Able to take charge and lead groups.

**Reference:**

<b>Mehraj Ahmed Khan Mojlish</b> <b>First Assistant Vice President,</b> Dutch Bangla Bank Ltd. Sena Kalyan Bhaban(16 <sup>th</sup> Floor) 195, Motijheel C/A Dhaka-1000 Mobile-01714097746 Email:mehraj.mojlish@dutchbanglabank.com	<b>Asif Mohammadullah</b> <b>Deputy Manager, IT</b> Jubilant Golden Harvest Ltd. Plot: 270/B, Level-2 Tejgaon Industrial Area, Dhaka-1208. BD Mobile-01713558672 Email:asif.m@jublfood.com
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**Declaration:**

“I certify all information stated in this resume is true and complete to the best of my knowledge.  
I authorize the receiver of the cv to verify the information provided in the resume.”

**Signature:**