

Muhammad Fahad



CAREER OBJECTIVE

A growth-oriented career in a company where my skills and knowledge can be effectively used for the success of the organization.



ADDRESS

496 South Goran, Dhaka-1219
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EDUCATION

Masters in Business Administration (MBA)

East West University
CGPA: 3.81/4.00, Class of 2016

Bachelors in Business Administration (BBA)

East West University
CGPA: 3.77/4.00, Class of 2014

HSC (Business Studies)

National Ideal College
Dhaka Board
GPA: 5.00/5.00, Passing Year 2010

SSC (Business Studies)

Khilgoan Govt. High School
Dhaka Board
GPA: 5.00/5.00, Passing Year 2008



PROFESSIONAL QUALIFICATIONS

Post Graduate Diploma in Capital Market (PGDCM)

Bangladesh Institute of Capital Market
CGPA: 3.71/4.00, Class of 2020



SKILLS

Microsoft Excel
Microsoft Word
Microsoft PowerPoint
Microsoft Outlook



Personal Details

Date of Birth : 31st July, 1992
Blood group: B+
Religion: Islam
Marital Status: Single
Nationality: Bangladeshi



PROFESSIONAL EXPERIENCE

Officer-Regulatory Affairs

BRAC BANK LIMITED

Working from 5th July 2017 to till now

JOB RESPONSIBILITY:

- ✓ Submitting proposal to Bangladesh Bank for approval
- ✓ Advising regarding Policies, Procedure, Guidelines and instruction to respective departments
- ✓ Placing BB circular & guideline to Board
- ✓ Regulatory reporting on timely basis
- ✓ Unclaimed fund management
- ✓ Handling query from regulatory institution.
- ✓ Managing central archive of Regulations, Policies & Guidelines
- ✓ Maintaining Authorize signatory booklet

Office Manager - Higher Education Quality Enhancement Project

EAST WEST UNIVERSITY

Department of Business Administration

Worked from 1st July 2016 to 31st December 2016)

JOB RESPONSIBILITY:

- ✓ Assisting for preparing budget for the project
- ✓ Preparing financial report of the project.
- ✓ Preparing project monitoring report
- ✓ follow-up with the stakeholder
- ✓ Arranging training programs and international conference.
- ✓ Preparing & Evaluating Request for Quotation files

Graduate Teaching Assistant

EAST WEST UNIVERSITY

(07th September 2015 to 22nd August 2016)

Undergraduate Teaching Assistant

EAST WEST UNIVERSITY

(12th January 2014 to 24th April 2014)



ACHIEVEMENTS

- Received two scholarship (Dean List) awarded by East West University for achieving CGPA 3.88 in BBA & CGPA 3.8 in MBA respectively.
- Received Cum laude award for obtaining CGPA 3.77 in Bachelor of Business Administration.
- Received a Scholarship from Dhaka Boards for obtaining GPA 5 in HSC
- Received a Certificate from Prothom Alo for obtaining GPA 5 in SSC



EXTRA-CURRICULAR ACTIVITIES

Participated in 2nd international Conference on Business Research organized by East West University.



Training

- ✓ Basics of Banking
- ✓ Advance Excel training
- ✓ Banking Foundation Course
- ✓ Risk Management Policies & guidelines
- ✓ Anti money laundering & combating terrorist financing act



REFERENCES

Omar Faruq

Assistant professor,
Department of Business Administration,
East West University
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M Sayeed Alam

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Department of Business Administration,
East West University
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I hereby certify that the above information is true and correct to the best of my knowledge and sense and well supported by legal documents.

MB Fahad

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