

## MD. SAIFUR RAHMAN

Vill: Sreepur; P.O: Sonapur;

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### Career Objective

Seeking a challenging career with a dynamic organization that provides opportunities to use technical skills and academic knowledge as well as achieving personal goals.

### Work Experience

1. **Abul Khair Group – 1 year**
  - **Area Sales Executive (ASE)**  
July 11, 2021- April 2022
  - **Management Trainee Officer (MTO)**  
Apr 24, 2021- July 10, 2021
2. **Social Islami Bank Ltd. – 3 months**
  - **Internship**  
Sep 1, 2017-Nov 30, 2017
3. **Private Coaching-4 years**

### Notable duties performed in previous organizations:

- i. Team building, recruiting, leading, organizing.
- ii. Making plans to achieve goals and targets set by management.
- iii. Assigning specific tasks to team members and motivating to get the best out of them.
- iv. Dealing business partners and solving their problems whenever needed.
- v. Frequently monitoring team members and getting feedback of their assigned tasks.
- vi. Regular market visits to monitor market demand, brand image, service availability, customer satisfaction, complaints and making customized plans to gain market share.
- vii. Performed general banking duties and overseeing credit operation system of Islami bank.
- viii. Delivering lectures on various subjects including English, Mathematics, Accounting, Science.

### Experience from co-curricular activities:

- Event Management e.g., NSTUBC Business Case Competition;
- Team leading in diversified roles in various university programs.
- Participated in IBA Business Case Competition; National & International MUNs;
- Volunteering at Youth Society Foundation (YSF);
- Class Representative and executive member of NSTUBC, NSTUMUNA, YSF;
- Attended various university competitions, seminars, workshops and trainings.

### Academic Qualification

- **Master in Business Administration (Major in AIS)** 2019  
Noakhali Science & Technology University  
C.G.P.A -**3.75** on the scale of 4.00 – **2<sup>nd</sup>** Position

- |   |      |
|---|------|
| <ul style="list-style-type: none"> <li>▪ <b>Bachelor of Business Administration</b> (Major in AIS)<br/>Noakhali Science &amp; Technology University<br/>C.G.P.A- <b>3.57</b> on the scale of 4.00 – <b>4<sup>th</sup></b> Position</li> </ul> | 2018 |
| <ul style="list-style-type: none"> <li>▪ <b>Higher Secondary Certificate (Science)</b><br/>Dhaka College<br/>G.P.A- <b>5.00</b> on the scale of 5.00</li> </ul>   | 2012 |
| <ul style="list-style-type: none"> <li>▪ <b>Secondary School Certificate (Science)</b><br/>Noakhali Zilla School<br/>G.P.A.- <b>5.00</b> on the scale of 5.00</li> </ul>  | 2010 |

### **Skills**

#### **Technical Skills:**

- Advanced in MS Office Suite (Excel, Word, PowerPoint), Outlook,
- Tally ERP 9 Software;
- Statistical Analytical Software -SPSS;
- Graphics Design (Photoshop, Illustrator);
- Web Development;
- Sound knowledge on International Accounting Standards.

#### **Personal Skills:**

- Public speaking;
- Ability to write anything in English without any assistance and grammatical mistake;
- Highly organized, efficient, quick learner, tech-savvy, and adaptive;
- Ability to work independently or as part of team;

### **Research Works**

1. Sustainability reporting practice of listed banks and impact of sustainability disclosures on financial performance of selected listed banks of Bangladesh based on GRI.
2. Impact of merger and acquisition on financial performance: A comparative study on Bangladesh & International merger & acquisitions.
3. Credit operation system of Social Islami Bank Limited.

### **Training Summary**

#### **Training Title – Topic - Institute**

1. Microsoft Office - Word, Excel, PowerPoint, Access - Voyage IIT
2. Tally ERP – Bookkeeping - Self
3. Statistical Analysis Software (SPSS) - Analysis using Descriptive Statistics - NSTU
4. Web Development - HTML, CSS, JavaScript, jQuery, WordPress - LEDP
5. Graphics Design - Photoshop, Illustrator - Voyage IIT

### **Language**

- Fluent in English and Bangla in writing, speaking & reading.

### **Achievements**

- Awards in different MUNs.
- Awards in sports events.
- Merit scholarships in school and university level.

## ***References***

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