






AMIR MOHAMMAD KHAN

Senior Remittance Officer

OBJECTIVE

Looking to work for an organization where my skills and expertise are utilized in a way that enhances both me and the organization to grow. I aspire to provide my service and grow as a potential attribute to the organization.

CONTACT

 amirmkmunna@gmail.com
 +88 01718780300
 House-02 (Floor-2), Road-04,
Block-E, Banasree, Dhaka-
1219

ACHIEVEMENT

- Achieved "The Duke of Edinburgh's International Award" - Bronze Standard Award -2014.
- Enrolled for "The Duke of Edinburgh's International Award" – Silver Standard Award-2014
- "The Duke of Edinburgh's Award" – Bronze Standard Award -2014.
- An Action Committee Executive member at The Duke of Edinburgh's Award at IUB – DEA IUB (2014-2015).
- Achieved "The Perfect Attendance Certificate" from Notre Dame College
- Secondary School Certificate Merit Recognition Award (2008).

EDUCATION

INDEPENDENT UNIVERSITY BANGLADESH

2011-2015

- Bachelor of Business Administration
- CGPA – 2.87 (Out of 4.00)
- Major - Marketing

NOTRE DAME COLLEGE

2009-2010

- Higher Secondary Certificate
- CGPA –3.70 (Out of 5.00)
- Major –Business Administration

RAMPURA EKRAMUNNESA BOYS HIGH SCHOOL

2007-2008

- Secondary School Certificate
- CGPA –4.50 (Out of 5.00)
- Major - Business Administration

EMPLOYMENT HISTORY

BRAC SAAJAN EXCHANGE LTD

- Senior Remittance Officer

2016-Till Now

- ❖ Execute telephonic transaction.
- ❖ Guide beneficiary in collecting funds.
- ❖ Create cancellation file for Lozells Branch.
- ❖ Query list check (close/reply/phone/email).
- ❖ Provide quotation to customer, basis on daily exchange rate.
- ❖ Execute amendment and cancel for IBBL cash collection transaction.
- ❖ Release transaction from compliance after verifying customer document.
- ❖ Refund whole amount of Bank cancellation transactions to Agents Account
- ❖ Communicate with the bank to receive the beneficiary's money.

SKILLS

- Self-motivated.
- Adaptable & Efficient.
- Achievement oriented.
- Strong communication skill.
- Capable of working in a team.
- Confident in decision making.

PERSONAL INFORMATION

Father's Name : ABUL KASHEM KHAN
Mother's Name : SHAMIM ARA KHAN
Date of Birth : October 22, 1992
National Id No : 2811000120
Permanent Address: House-02 (Floor-2),
Road-04, Block-E, Banasree, Dhaka-1219

TRAINING & CERTIFICATION

- "Self-Leadership & Growth Mindset for personal & organizational success" in 2019.
- "Completion of BSEL Compliance/AML refresher course" in 2018.

EXPERTIES

- Microsoft Excel & Word
- Microsoft PowerPoint
- Email & Internet browsing

YUNUS CENTRE

● Internship

June, 2015 –August, 2015)

- ❖ Prepared regret letter and coordinated via mail on behalf of Professor Muhammad Yunus.
- ❖ Compiled and prepared work profile of Interns at Yunus Centre for "Intern"s Magazine"
- ❖ Coordinated with applicants periodically to inform the date of Viva and Written exam applied for the full-time post at Yunus Centre.
- ❖ Volunteered in 92nd and 106th Social Business Design Lab on 11th July, 2015 at Grameen Bank Auditorium.
- ❖ Attended 21st Social Business Design Lab of Grameen Shakti Samajik Byabosha Ltd. (Internal Session).
- ❖ Attended the Social Business Academia as a Delegate representing Yunus Centre.

EXTRA CURRICULAR ACTIVITIES

- ❖ Attended "71st Social Business Design Lab" at Yunus Centre (2015)
- ❖ Former member at "The Duke of Edinburgh's Award at IUB – DEA IUB"
- ❖ Completed "DEA IUB Leadership Training and Camping – DILTC 1 & 2"
- ❖ Attended "Digital Marketing 101" by "WebAble Digital Team" (2014).
- ❖ Participated and Volunteered in 13 Club Events of "The Duke of Edinburgh's Award at IUB – DEAIUB"
- ❖ Represented IUB at BBC Bangladesh Sanglap (2014).
- ❖ Volunteered at "20th Anniversary Celebration" of Independent University, Bangladesh (IUB).
- ❖ Active member at "Notre Dame College – Business Club" (2008-2010)
- ❖ Volunteered at "Nobin Boron Utshob 2009" at Notre Dame College .

REFERENCES

Name : **Md. Kamrul Islam**

Designation : Assistant Program Officer

Organization : Yunus Centre

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DECLARATION

I do hereby declare that all information stated above is true and complete to the best of my knowledge and belief.

Amir Md. Khan

Amir Mohammad Khan