

# Raqib Mahmud

BBA in Finance & Banking



## Personal Info

### Address

152/B Khilgaon Chowdhury Para  
Dhaka -

### Phone

+8801916334247

### Email

raqib.mahmud.18@gmail.com

### Date of Birth

18.08.1993

NID No: 19932692536066816

## Profile

- Self-starter with strong communication and teamwork skills
- Exceptional skills in providing customer service and creating business process efficiencies
- Excellent interpersonal relationship
- Proactive and strong analytical ability to assist decision making
- Ability to work under pressure
- Strong English communication skills (oral and written)

## Software

- Microsoft Office Suit (Office, Excel)
- Statistical Tools: STATA, SPSS
- Adobe Photoshop

## Language

- Bangla
- English

## Career Objective

To join a reputed organization on a suitable position having the intention to work with honesty, sincerity to learn and to develop my career and take responsibilities to contribute the company success to gain experience and skill to build up a successful career.

## Education

2013 - 2017

### **Bachelor of Business Administration**

National University

CGPA: 2.92 out of 4.00

2011 - 2012

### **Higher Secondary Certificate**

Government Science College

GPA: 3.80 out of 5.00

2009 - 2010

### **Secondary School Certificate**

Nakhalpara Hossain Ali High School

GPA: 4.69 out of 5.00

## Research Paper

- Does Value Added Tax (VAT) Rate Differential Matter for VAT Revenue Performance?
- Is SME Loan helpful for women entrepreneur and role of banks provide loan at less interest to repulsion poverty

## Additional Activities

- A member of the social group 'All about the Children'
- Was an active member of debate club in school & college
- Was an active member of college blood donation group

## Professional Experience

- Part time Field Worker was at PRAN RFL Group
- Customer service representative was at Digicon Marketing Limited
- Coordinator was at Akhwan Trade International Limited

## Professional Activities

### **Digicon Marketing Limited**

- Dealing with incoming calls and emails from customers, efficiently and professionally
- Working effectively to ensure customer service is received to an exceptional level
- Representing the company with a first-class Customer Service standard
- Overall monitoring and working as a team

### **Akhwan Trade International Limited (Manpower Trading House in Bangladesh)**

- Input workers details in company database & suggest them to undergo a medical test from authorized medical center (Workers who wish to go abroad with working visa)
- Mailing workers details to the foreign companies according to their limited quota (when after a worker medically fit result by authorized website)
- Confirm our agents/workers over phone about after getting 'Confirm Submission' and 'Calling' from companies
- Provide with information to confirm workers about training, after training collect work approved certificates and mail to companies

## References

### **Md. Momin Ullah**

Ex-Senior Vice President  
Islami Bank Bangladesh Limited  
Ex-Manager  
Al-Arafah Islami Bank  
Cell: 01923-956495

### **Miss. Ferdous Ara**

Senior Lecturer  
Department of Finance & Banking  
Tejgaon College  
Cell: 01921-209927

### **MD Sazzadur Rahman Polash**

Senior Executive and Admin  
Akhwan Trade International Limited  
Cell: 01712-835226