

Md. Wasif Alam

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PROFESSIONAL STATEMENT

Creative and diligent in work with a proven track-record of emotionally intelligent leadership, teamwork and communication skills. Interested to work in a vibrant and challenging setup where employees are valued and empowered.

EDUCATION

BRAC University, January 2020 - Present

Masters of Business Administration (MBA)

Cumulative Grade Point Average (CGPA): 3.80/4.00

North South University, March 2017

Bachelor of Business Administration (BBA)

Major: Finance

Cumulative Grade Point Average (CGPA): 2.71/4.00

Advanced Level, January 2012

Cephalon International School

General Certificate of Education (GCE)

Grade Point Average: 3.5/5.00

Ordinary Level, January 2010

Cephalon International School

General Certificate of Education (GCE)

Grade Point Average: 3.5/5.00

RELEVANT WORK EXPERIENCE

Trainee Assistant Officer, Trade Operations (Export), Eastern Bank Limited, April 10, 2018 - Present

- Performing Proceed Realization/ Liquidation on UBS software for IT enabled services
- Providing advance payment intimation to customers via email after sorting and processing from Swift copies
- Performing Initiation of advance payment and collection document on software before payment procedure
- Endorsing daily Foreign documents
- Preparing No Objection Certificates of advance or collection payment documents as per customer requirements
- Creating RMT of Advance Receipt Voucher
- Keeping MIS data on MS Excel of NOC, RMT and other documentations on a daily basis

HR Trainee, Dynamic Resources (A concern of Grow n Excel), September 06, 2017 – April 05, 2018

- Prepared bills and OT bills for multinational companies like Citibank NA, Unilever & Robert Bosch
- Prepared Mushok (VAT chalan) of companies such as Unilever Bangladesh Ltd., Edotco Bangladesh, Citibank N.A and Totalgaz Bangladesh of employees under our payroll
- Prepared TADA in order to help the payroll activities
- Prepared EFTN process to disburse salaries

- Rechecked verified background screening of employees under payroll
- Conducted interviews, helping recruitment team for selection
- Managed employee leave data to help keep record of their monthly and annual leaves
- Verified documents like NEOD, NERF, AB&C of the enrolled employees of Citibank N.A under our payroll

Portfolio Management and Equity Research Intern, Prime Bank Investment Ltd., January 01, 2017 –July 06, 2017

- Managed portfolios and traded shares which helped the clients get their benefits at the best
- Researched on performance of enlisted life insurance companies and analyzed which companies are investment friendly, allowing investors where to invest
- Managed the CDBL (Central Depository of Bangladesh) unit such as after trade settlements, Pay-In, DPA reports and BO A/C management
- Managed the bonus and cash dividends in order to help the research department and the company to keep record

Transportation Manager (Part-time), LiveSquare Entertainment, October 2015-November 2015

- Coordinated a team of 5 group coordinators and designed logistics operations to ensure international delegates are catered to their needs at all times, earning a satisfactory score of 4.5 out of 5
- Managed 50 international delegates from Europe, Africa and Asia and facilitated cultural immersion activities

ACADEMIC PROJECTS

HaatBazaar, North South University, 2015

- Formulated a business plan and implemented it in North South University campus, investing BDT 12,000 and generating a profit of 50%

CONFERENCES AND TRAINING ATTENDED

Foundation Program on Banking, Eastern Bank Limited, September 14, 2019 – September 15, 2019

- Training session on banking, providing immense knowledge about each sector of a bank and how it works.

IT Security & Service Awareness, Eastern Bank Limited, August 06, 2019

- Training based on awareness of the security system of Information Technology, thoroughly providing insights of spam mail, hacker steps, etc.

Trade Based Money Laundering (TBML), Eastern Bank Limited, December 1st, 2018

- Training based on “What is Money Laundering, how to prevent and laws of TBML”

Orientation, Export Monitoring Division, Prime Bank Limited, May 10, 2017 – May 24, 2017

- Factory visit: Visit to LSI Group in DEPZ, gaining knowledge about the production facilities, machines and equipment and their production process

“Leadership Capacity Training”, Conducted by ASEF Foundation, March 22, 2016

- Trained participants to build efficiency skills and develop contingency plans in the Operations department

COMPUTER SKILLS

- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- E-mail

EXTRACURRICULAR ACTIVITIES

- Guitarist/Composer, December 2007-Present
- General Member, North South University Model United Nations Club (NSUMUNC), October 2014 - June 2015

- Delegate of Mexico under UNDP, NSU MUN, 2014
- General Member, North South University Earth Club (NSUEC), September 2012 - August 2013

PERSONAL INFORMATION

- Father's Name: Late Md. Feroz Alam
- Mother's Name: Zakia Binte Jalil
- Date of Birth: 25-10-1993
- Religion: Islam
- Nationality: Bangladeshi
- Marital Status: Single
- NID No.: 4205583133

REFERENCES

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