

Know Your Employee Form

Employee ID						
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Please answer every question. **Type or print in link.** If you need more space, attach additional pages of the same size. Be sure to sign and put date on the form.

Return to:HRD, Head Office: City Bank Center, Level - 8, 28 Gulshan Avenue, Gulshan-1, Dhaka - 1212.

Name of the Employee		
First Name	Middle Name	Last Name
Md Maruf		Billah
Contact Information		
Mobile No:	1. 01710181448 2.	Home Telephone No:
Personal e-mail Address: maruf_cse@ymail.com		

Father	Mother
Fathers's Name: Md Abdus Sattar Date of Birth: 1963-05-07 Profession: Business Mobile No: 01712258609	Mothers's Name: Rashida Begum Date of Birth: 1975-03-01 Profession: Housewife Mobile No: 01747047034

Present Address	Permanent Address
Ka, 12/A, Titas Road, South Badda, Dhaka Contact No: 01710181448	House: 359, Chalitabunia, Bamna, Barguna- 8200 Contact No:

Demographic Information:		
Date of Birth: 1992-07-16	Place of Birth: Barishal	Blood Group: B+
Religion : Islam	Gender: MALE	Nationality: Bangladeshi
Passport No:	Date of Issuing:	Place of Issue:
	Date of Expire:	
National ID No: 4200913798	Date of Issuing: 2017-03-07	Place of Issue: Barisal
Marital Status : Married	Marriage date: 2018-07-27	Spouse Name:Sanjeda Nizum Date of Birth:1992-07-29
No. of Children : 1	No of other dependents: 2	

**Employee has to upload immediately after any change/update in marital status.

For Health Insurance Inclusion (Spouse, Children) (Applicable only for Permanent Employee)		
Name	Date of Birth	Relationship
Sanjeda Nizum	1992-07-29	Spouse
Muzaif Muhannad	2023-02-14	Children

**Employee has to upload immediately after any change/update in marital status.

Declaration of Employment of Relatives		
Do you have any relatives employed in CBL? No/Yes, if yes, please mention below		
Name	Relationship	Department/Division/Branch

Family Member Information				
Name of Family Member	Relationship	Occupation	Where employed	Contact Number
Md Abdus Sattar	Father	Business	n/a	01712258609
Rashida Begum	Mother	Housewife	n/a	01747047034
Sanjeda Nizum	Wife	Housewife	n/a	01712857547
Muzaif Muhannad	Son	n/a	n/a	01710181448

Employment Record: (Please start from the most recent one)

Name of Organization	Duration of Service		Job titles and duties	Reason for leaving	
	From	To			
CARE Bangladesh	2021-09-12	2025-09-23	MIS Specialist		
	Total Duration: 4 years, 0 months, 11 days		Address of Organization: Level 7, Raowa Complex, Mohakhali		
Save the Children Bangladesh	2018-02-01	2021-09-09	MIS Officer		
	Total Duration: 3 years, 7 months, 8 days		Address of Organization: 43, House no: 88, CWN (A Rd 35, Dhaka 1212		
Addie Soft Limited	2016-10-15	2018-01-25	Jr Software Engineer		
	Total Duration: 1 years, 3 months, 10 days		Address of Organization: Level-11, Unit-A, 27, SHAPTAK SQUARE, Plot-380 Road No. 16, Dhaka 1209		
Easytech BD	2015-01-01	2016-02-25	Jr Software Engineer		
	Total Duration: 1 years, 1 months, 24 days		Address of Organization: Boro Moghbazar, Dhaka		

Total Experience

Total Banking Experience	As Permanent	As Contractual	Total Experience
N/A	N/A	N/A	10 years 18 days
Total Other Experience	As Permanent	As Contractual	
10 years 18 days	10 years 18 days	N/A	

Educational information: (Please start from the most recent degree)

School/College/ University/Professional Body	Duration		Degree	Group/Major	Grade/Division CGPA/Class	Year of passing
	From	To				
American International University - Bangladesh (AIUB)	2019	2021	Masters	Science	3.77	2021
Shaikh Burhanuddin Post Graduate College	2010	2013	HONS	Science	3.07	2013
Barisal Model School & College	2007	2009	hsc	Science	4.00	2009
Barisal Zilla School	2002	2007	ssc	Science	4.63	2007

Professional Qualifications:(Please start from the most recent degree)

Name of the institute	Certificates, Diploma / Degree / Course	Year Attended	Specialization	Division / Class / CGPA
BASIS Institute of Technology & Management (BITM)	Mobile Apps Development	2015	Moble apps development	

Training History (Please start from the most recent degree)

Name of Institution	Topic of the training	Duration		Remarks
		From	To	
Easytech BD	Web Application Development (asp.net/C#/HTML/Javascript)	2012-06-01	2012-08-31	
Easytech BD	Database design (SQL Server 2008)	2012-09-01	2012-11-30	

Reference:(Please fill the following points of referees, persons should not be within relatives, non-professional. One of whom should be your present or former employer.Please note that we may approach your present or former employer on a confidential basis for a reference unless you indicate to us otherwise.)

Name	Fatima Jahan Seema
Designation	Lead-Program Analytics
Division/Department	Program Planning, Impact & Quality Unit
Organization Name & Address	CARE Bangladesh / Level 7, Raowa Complex, Mohakhali, Dhaka
Cell Number	+8801712-153470
E-mail	fatimajahan.seema@care.org
Name	Roxana Khanom
Designation	Manager
Division/Department	Shishuder Jonno Program
Organization Name & Address	Save the Children Bangladesh / 43, House no: 88, CWN (A Rd 35), Gulshan 2, Dhaka 1212
Cell Number	01742415620
E-mail	roxana.khanom@savethechildren.org

Declaration

I certify that the information stated above by me are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of offer of appointment or dismissal if an appointment has been accepted.

Signature: _____
 Full name: Md Maruf Billah
 Date:

Employee Declaration of loan/credit facilities with other Banks/Financial Institutions

Loan/Credit type(e.g Credit Card, Personal Loan, House Building Loan, Car Loan etc)	Name of the Banks/Financial Institutions	Credit/Loan Limit(BDT/USD as applicable)	Current Outstanding(BDT/USD as applicable)
MTB	Credit Card	500000	0
EBL	Credit Card	300000	0

Declaration

I certify that the information stated above by me are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of offer of appointment or dismissal if an appointment has been accepted.

Signature: _____
 Full name: Md Maruf Billah
 Date: