MD.SHIHAB
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CAREER OBJECTIVE

Motivated and results-driven professional with over 6 years of experience in trade operations, regulatory reporting, and digital transformation within the banking industry. Skilled in automation, process re-engineering, and data-driven decision-making. I have successfully delivered more than 30 automation and digitization projects, including regulatory reporting systems, product price verification tools, automatic LC opening modules, management dashboards, employee KPI systems, and RPA-based process solutions. I am passionate about solving complex problems, optimizing processes, and contributing to organizational growth through innovation and efficiency. I aspire to continue developing my career in a dynamic organization where I can apply my technical expertise and leadership skills to drive impactful business outcomes.

Experience: 1

- ✓ **Organization:** Standard Chartered Bank Bangladesh
- ✓ **Designation:** Senior Officer (MIS and Control)
- ✓ **Department:** Trade Operations
- ✓ **Duration:** May 2023 – Present
- ✓ **Responsibilities:**
  - Design and develop trade operation reports and dashboards.
  - Lead process re-engineering initiatives to improve efficiency and accuracy.
  - Drive automation and digitization efforts to streamline trade processes.
- ✓ **Key Achievements:**
  - Designed and implemented automation tools and dashboards that significantly improved trade process accuracy and turnaround time.
  - Contributed to digital transformation projects across Trade Operations to enhance productivity and compliance.

Experience: 2

- ✓ **Organization**: BRAC Bank Limited
- ✓ **Designation**: Officer
- ✓ **Department**: Data Analytics Risk and Compliance (Asset and ROC Operations)
- ✓ **Duration**: March 10, 2022, to till now

✓ **Responsibilities:**
- Conducted data analysis and prepared MIS reports for management.
- Re-engineered key processes to improve operational efficiency and minimize errors.
- Led digital transformation initiatives and developed automated workflows for repeated tasks.
- Managed multiple automation and process development projects.
- Raised BRS for new systems and CR for process enhancements.

✓ **Key Achievements:**
- Designed and developed multiple automation tools using VBA Excel and MS Access, including:
- CIB Reporting Data Error Finder Tool
- Document Deficiency & File Tracking MIS (with automated email system)
- RPA System for Repayment Schedule Reporting to Bangladesh Bank
- Customer Drawing Receipt Management System
- Post Disbursement File Tracking and Deferral Management System
- Auto Daily MIS Mailing System for Management

Experience: 3

- ✓ **Organization**: ProAm's - HR vendor of Citibank N.A.
- ✓ **Designation**: Specialist
- ✓ **Department**: Regulatory Reporting (Treasury & Trade solution)
- ✓ **Duration**: July 15, 2019, to March 09, 2022

✓ **Responsibilities** :
- Prepared import payment and bill of entry data for Bangladesh Bank reporting.
- Handled client queries and ensured compliance with reporting standards.
- Supported process re-engineering and automation efforts.

✓ **Key Achievement**:
- Re-designed and enhanced Bangladesh Bank reporting files for onshore and offshore data.
- Automated LC Amendment generation and value recalculation for the Import team.
- Developed automated tools for IMP and PRC reporting, bill of entry reporting, and price verification.
- Created the Letter of Credit Authorization Form automation using VBA Excel and MS Access.

ORGANIZATIONAL SKILL & COMPETENCIES

- ✓ Good communication skills, honesty and loyalty.
- ✓ Work ethic, confidence and eagerness to learn.
- ✓ Positivity, self-reliance and ambition.
- ✓ Excellent team player and an extensive ability to motivate others.
- ✓ Supervising and leadership ability.
- ✓ Very flexible and able to work under pressure.
- ✓ Ambitious and target oriented.
- ✓ Ability to cope up with different environments.

EDUCATIONAL QUALIFICATIONS

- ✓ **Bachelor of Computer Science and Engineering** (CSE) from Daffodil International University (DIU) in 2018. **CGPA 3.45 out of 4.00**
- ✓ **Higher Secondary Certificate** (HSC) from Khulahati Degree College –Major Science in 2012. **CGPA 4.90 out of 5.00**
- ✓ **Secondary School Certificate** (SSC) from Sujapur High School –Major Science in 2010. **CGPA 5.00 out of 5.00**

TRAINING

1. Certified in Dot Net framework from Daffodil International University.
2. Certified in Data Science from online platform Ostad.

LANGUAGE & PROFESSIONAL SKILLS

- ✓ **Computer Skill**: **Expert in VBA-Excel, MS Excel, MS Access, and MS PowerPoint.**
- ✓ **Computer Programming Language**: **Python, JavaScript,** PHP, HTML, CSS.
- ✓ **Framework**: **Selenium, Django**, Bootstrap Framework.
- ✓ **Database**: **SQL, MySQL, MS Access Database.**
- ✓ **Language**: Mother tongue-Bengali. Full working knowledge in English.

ACHIEVEMENTS

- ✓ Primary **School Scholarship** from Uttar Krishnopur Government School in 2005

RESEARCH INTERESTS

- ✓ **Data Science**
- ✓ **Machine Learning**
- ✓ **Big Data**

PARTICIPATIONS

- ✓ ***Workshop on 'Python Programming***
  Daffodil International University (June 2016)
- ✓ ***International Conference on Computer and Information Technology (ICCIT)***
  Daffodil International University (December 2015).
- ✓ ***Seminar on "Role of Youth in the equal dignity of Men and women"***
  Daffodil International University (January -2016).
- ✓ ***International Summit on Employability & Soft Skills***
  Daffodil International University (April- 2014).
- ✓ ***Workshop on Personal development for making a better society.***
  Daffodil International University (January 2017).
- ✓ ***Social Awareness Seminar on "Living a Beautiful Life"***
  Daffodil International University (May 2015).
- ✓ ***Workshop on 'Smart City'***
  Daffodil International University (April 2016).

PERSONAL INFORMATION

Father's Name	: Md. Mozibar Rahaman
Mother's Name	: Most. Seyada Begum
Date of Birth	: December 24, 1994
Nationality	: Bangladeshi by birth
Religion	: Islam
Marital Status	: Married
Permanent Address	: House: Vimolpur, Road: 27382512301, Post. Rajarampur,Thana :Fulbari, Dinajpur

REFERENCES

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Yours truly,
Md. Shihab
Date: