

Resume of

MOHAMMAD KABIR HOSSAIN



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Present Address:

Ati Model Town, Ati Bazar,
Keraniigonj, Dhaka.

Permanent Address:

Village and Post Office-
Jamal char, Police Station-
Dohar, District- Dhaka.

Son of

Mr. Md. Ansar Miah
And
Mrs. Rahima Khatun

Married to

Mrs. Rahana Parvin

Bangladeshi by Birth

NID: 2611873578049

Education

Master of Science,
In Psychology from Govt Azizul
Haque College, Bogura.

Professional Skills

Time Management
Problem Solving
Commerciality
Teamwork
Creativity
Leadership

Language

Proficiency in Bangla and
English

CAREER OBJECTIVE

Self-motivated, and committed to pursue a long-term career in a dynamic working environment, where I can utilize my skills and previous banking experiences in gaining organizational growth.

CAREER SUMMARY

I am a Banking professional having more than 15 (Fifteen) years of experience in the area of-

- General Banking & Cash Management.
- Centralized national transaction system (BACH, RTGS, etc.)
- Business analysis & Development
- Cards Operation & Retail credit operation
- MIS, Report preparation.
- Monitoring & Recovery.
- IT and communication.

PRESENT EMPLOYMENT STATUS

Senior Officer & BSM (Acting)

One Bank PLC, Shonargaon Branch (Since February 2024)

Key Responsibilities-

Accountable for day-to-day banking operation and managing branch portfolio. The position makes me responsible for overall branch operation which includes but not limited to Customer service, daily transaction, Supervision, documentation, reconciliation, reporting time to time and as required by the higher authority.

PROFESSIONAL EXPERIENCES

September 2022 to February 2024
Senior Officer & BSM (Acting) One Bank PLC, Zinzira Branch, Keraniganj, Dhaka
July 2020 to September 2022
Senior Officer & Customer Service officer One Bank PLC, Joypara Branch, Dohar, Dhaka
February 2017 to July 2020
Officer & Customer Service officer One Bank PLC, Nawabgonj Branch, Nowabgonj, Dhaka
June 2016 to February 2017
Officer & Customer Service officer One Bank PLC, Gulshan Branch, Dhaka
October 2013 to June 2016
Officer & Customer Service officer One Bank PLC, Tipu Sultan Road Branch, Dhaka
November 2008 to October 2013
Junior Officer & Customer Service officer One Bank PLC, Joypara Branch, Dohar, Dhaka
November 02, 2008
Joined One Bank PLC as "Trainee Assistant Officer."

EDUCATIONAL QUALIFICATION

Master of Science (MSC)	Major In Psychology Institute: Govt Azizul Haque College, Bogura. Passing Year: 2001; Result: Second Class
Bachelor of Science (BSC)	Major In Psychology Institute: Govt Azizul Haque College, Bogura. Passing Year: 1999; Result: Second Class
Higher Secondary Certificate (HSC)	Concentration: Humanities Institute: Karim Gonj College, Kishorgonj Rpassing year: 1995; Result: Second Division
Secondary School Certificate (SSC)	Concentration: Humanities Institute: Bandura Holy Cross High School Passing Year: 1993; Result: First Division.

PROFESSIONAL TRAININGS

Topic	Institute	Duration	Date
Foundation Training	OBL Training Institute, One Bank PLC, Dhaka	11 Days	06.03.2011
English Proficiency in Banking		10 Days	16.02.2013
Service Excellence & Customer Query		03 Days	06.03.2016
Advanced Training in Banking		05 Days	28.08.2016
Retail Product, Sales & Relationship		01 Day	14.08.2018
Agent Banking		05 Days	27.06.2020
Gender Equity & Gender Management		01 Day	21.03.2021
Prevention of Money Laundering & CFT		01 Day	07.03.2023
Team Building for work Excellence		02 Days	14.06.2023
NIS, Green Banking, CSR & Others		01 Day	18.10.2023

LITERACY OF INFORMATION TECHNOLOGY

Core Banking Software	:	Oracle UBS, FlexCube, eBBS.
Operating system	:	Windows, linux & Android.
Office suit	:	Microsoft office, Open Office.
Graphic Designing	:	Adobe Photoshop, Adobe Illustrator, Adobe Premier.
Hardware System	:	Have knowledge of Troubleshooting & maintenance.
Networking	:	Able to establish network & sharing in workplaces.
Miscellaneous	:	Sufficient proficiency in Macro, Power Point & internet system.

CORE SKILLS

- I am a fast learner, hard worker, committed and self-motivated person with venerable problem-solving skills.
- Have commendable interpersonal communication and convincing skills.
- Able to coordinate and communicate with team members.
- Able to work independently as well as a part of a team.
- Have knowledge of computer technologies, development tools and Networking.

EXTRA CURRICULUM ACTIVITIES

- Lifetime member for Dohar Shomiti Dhaka
- Lifetime member Bandura Holy Cross High School Alumni.
- Lifetime member of “Psychology Association of Bangladesh”
- Active Member of Social organization “Amra 93”

REFERENCE

Mr. Akkas Uddin Mollah Contact No. +880 1711522285	Chairman of EC Committee Shahjalal Islami Bank PLC. Founder & Chairman of Osman Group of Companies.
Md. Shahjahan Ali Contact No. +880 1713044402	Chairman of Tamim Group of Companies and Tamim Argo Industries, Bogura