

MD SABBIR AHMED

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CAREER OBJECTIVE

To obtain a challenging position in a reputed organization where I can apply my banking knowledge, customer service skills, and operational expertise also aim to contribute to organizational growth while continuously enhancing my professional capabilities. I am committed to delivering high-quality service, meeting targets, and maintaining compliance. Eager to grow within a dynamic and team-oriented environment..

PROFESSIONAL EXPERIENCE

Brac Bank Plc

Universal Officer,

College Gate Sub Branch

January 2025 – Present

Location:Holding-232,Pacific Tower,College Road, Tongi, Gazipur

KEY RESPONSIBILITIES:

During my tenure at BRAC Bank, I worked in the retail banking division, where I managed cash transactions with precision. I supported customer on-boarding, assisted in product sales, and helped achieve branch targets. My role involved regular interactions with clients to promote savings accounts, cards, and loan products. I maintained documentation for KYC and regulatory purposes. I was also involved in back-office tasks, ensuring data accuracy and timely reporting. This experience sharpened my efficiency and broadened my understanding of the banking sector.

Square Denims Limited.

Officer, commercial export

August,2022 to January 2024

Location: Plot No. 77, Road No. 7, Sector No. 7, in Uttara.

KEY RESPONSIBILITIES:

At Square Denims Ltd., I worked as a Commercial Officer where I was responsible for export-import documentation and LC processing. I coordinated with banks, buyers, and shipping lines to ensure timely and accurate shipments. My role also involved preparing commercial invoices, packing lists, and maintaining compliance with international trade regulations. This experience strengthened my skills in documentation, communication, and cross-functional coordination.

KEY SKILLS:

- Customer Service Excellence
- Cash & Transaction Management
- Sales of Financial Products
- Banking Documentation & Compliance
- Teamwork & Branch Operations Support

EDUCATION:

- **SHANTO-MARIAM UNIVERSITY OF CREATIVE TECHNOLOGY(SMUCT)**
MBA Major in Marketing 2023-2024
- **BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)**
BBA Major in Finance & Banking 2017-2020
- **ADAMJEE CANTONMENT COLLEGE (ACC)**
HSC in Business Studies 2013-2015
- **SHAHEED POLICE SMRITY COLLEGE (SPSC)**
SSC in business studies 2011-2013

COMPETENCY CERTIFICATE:

- **AML** (Anti-Money Laundering) and **CFT** (Countering the Financing of Terrorism)
- Fundamentals of Enterprise Risk Management
- Note Identification & Cash Management

EXTRACURRICULAR ACTIVITIES:

- Former Organizing Secretary at SMUCT “Prothom Alo Bondhushova”
 - Former Executive Member at BUP cultural club
 - Former Executive Member at Bup Finance society
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