

Curriculum Vitae Of Biplab Sana

Contact Address:

Biplab Sana

H#615, Charbandha, Betbunia,

Paikgacha, Khulna.

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biplabsana050@gmail.com



Career Objective

Completed Graduation from Govt. B.L College with Philosophy. 2 Years of work experience in the Bangladesh Islami Bank PLC Agent Banking. As a Bank officer help Established quick and long lasting relationship with customers and assist in developing and implementing marketing materials. Strong marketing and Cashier experience trying to best effort efficiently and effectively your institution.

Work Experience:

Cashier of Bangladesh Islami Bank PLC (Agent Banking) Jan 2024 – Present.

- Received and Paid Cash
- Recorded Daily Bank Transactions
- Kept it consistent on a daily Basis.
- Maintained good relations with customers.
- Did all the work of the cash counter.

Loan Officer of Bangladesh Islami Bank PLC (Agent Banking) Oct 2022-Dec 2023

- Collected and verification of documents.
- Projects and Client Assessment.
- Loan Accounting and Monitoring.
- Advised Customers.
- Received and Initial verification of customers loan applications.

Academic Qualification:

Institution	Degree	Specialization	CGPA/GPA	Year
Govt. B.L College	M.A	Philosophy	3.34 (out of 4.00)	2016
Govt. B.L College	B.A	Philosophy	2.93 (out of 4.00)	2015
Paikgacha College	H.S.C	Humanities	3.60 (out of 5.00)	2011
Charbandha High School	S.S.C	Humanities	3.88 (out of 5.00)	2009

Skills:

(a) Language Proficiency:-

Language	Writing	Speaking
Bengali	Native	Native
English	Good	Good

(b) Computer:-

MS Word, MS Excel, MS Power Point, Google Suite, Outlook.

Training :

4 days Job Readiness Training Powered By BRAC

Personal Information:

Father's Name : Jaydeb Sana
Mother's Name : Shashthi Rani
NID No : 19944716489000180
Date of Birth : 02/01/1994
Permanent Address : Vill: Charbandha, P.O: Betbunia, P.S: Paikgacha, Dist: Khulna.

Reference:

Shimul Kanti Mondal
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Biplab Sana**Date:-**