

SOYAIB AHMED RAFSUN

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CAREER OBJECTIVE

Motivated and detail-oriented professional with a solid background in finance, seeking to build a career in the banking sector. Skilled in financial analysis, client handling, and problem-solving, with a strong commitment to accuracy, integrity, and service excellence.

EXPERIENCE

Territory Officer – Robi Axiata Limited

(01 Sept 2025 - 31 Jan 2026)

Territory Operations | Channel Management | Market Execution

- Supervised and coordinated **territory operations**, including retail channel management, route planning, and market visit execution.
- Monitored and guided team performance to ensure **operational discipline** and achievement of daily and monthly targets.
- Supported **distribution and trade visibility initiatives**, ensuring digital products were available across partner outlets.
- Prepared **performance analysis and operational reports** for management, highlighting gaps, market insights, and improvement strategies.
- Assisted in **onboarding and managing retail outlets**, collaborating with field teams to expand market coverage.
- Ensured **compliance with company policies and regulatory guidelines** while optimizing territory performance.

Key Achievements:

- Delivered **100%+ of monthly territory targets, achieving 110% in the most recent month.**
- Improved territory performance from **86% to 100% within three months.**
- Expanded distribution network by adding **25+ new retail outlets.**
- Reduced stock-out incidents by **30%** through proactive monitoring.
- Ranked among **Top 5 regional performers** for consistent sales growth.
- Maintained strong receivable control with a **27-day SCR cycle.**
- Executed **2 territory-wide trade campaigns** with full market coverage.

Intern – Islami Bank Bangladesh PLC

(07 Jan 2025-06 Apr 2025)

General Banking | Investment | Foreign Exchange

- Supported daily **general banking operations** including account opening, KYC verification, cheque processing, card delivery, and customer service in compliance with bank policies and Shariah principles.
- Assisted in **Islamic investment operations**, covering client documentation, proposal processing, disbursement, installment monitoring, and recovery follow-up.
- Handled **foreign exchange operations**, including L/C documentation, remittance processing, and SWIFT tasks under supervision.
- Coordinated with officers to ensure **smooth banking operations and timely service delivery.**

Key Achievements:

- Achieved highest daily performance with **15 new accounts opened.**
- Processed **29 KYC forms in a single day**, ensuring compliance accuracy.
- Handled **20+ customer digital banking service requests daily.**
- Supported issuance and delivery of **20+ cheque books and debit cards.**
- Contributed to mobilizing **BDT 30 lakh in TDR/FDR deposits within 2 months** through customer support and engagement.
- Gained hands-on exposure to **L/C processing and trade finance documentation.**

EDUCATION

Master of Business Administration (MBA): Major in Finance

Bangladesh University of Business and Technology (BUBT), Dhaka

CGPA: 4.00/4.00 | 2026- Present

Bachelor of Business Administration (BBA): Major in Finance

Bangladesh University of Business and Technology (BUBT), Dhaka

CGPA: 3.80/4.00 | 2021-2025

Higher Secondary Certificate in Business Studies

Adamjee Cantonment College, Dhaka Cantonment

GPA: 4.83/5.00 | 2018-2020

Secondary School Certificate in Science

Lakshmipur Collegiate High College

GPA: 4.61/5.00 | 2016-2018

SKILLS

Core Technical & Analytical Skills:

- Financial analysis & reporting
- Corporate finance & risk management
- Market Trend analysis
- Microsoft Office (Word, Excel, PowerPoint)

Business & Leadership Skills:

- Sales Operations & channel management
- Problem-solving & decision-making
- Communication & leadership
- Team collaboration & adaptability
- Strong Sales operations knowledge

EXTRACURRICULAR ACTIVITIES

- **Social Welfare Club- BUBT**
Executive Member
- **Business Club- BUBT**
Executive Member
- **Creative Planner of Bangladesh**
Event Planner

COURSE & CERTIFICATION

Training From IBTRA

INTERESTS

- Business strategy and market trends
- Personal development and skill-building
- Event planning and team coordination
- Learning new technologies and tools
- Exploring entrepreneurship and branding

LANGUAGE PROFICIENCY

English | Bengali | Hindi

REFERENCE

Tanveer Ahmed

Deputy Director

Anti-Corruption Commission

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MD. Manik Hossain

Area Manager, Market Operation

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