

MD. RAFIKUL MOLLA

📍 135, Sardar Coloni, South Kamlapur, Dhaka (Present Address)

📍 Pukhoria, Magura Sadar, Magura. (Permanent Address)

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💬 <https://join.skype.com/invite/ynew5kUq7bBG>



ABOUT ME:

8+years' experience in Claims department. As a self-motivated person, I would like to start my career in that organization where highly professional environment prevails and where I can prove my effectiveness and efficiency with high responsibility, creativity and commitment.

WORKING EXPERIENCE:

Organization : Peoples Insurance PLC

Department : Claims

Designation : Assistant Manager

Main Responsibility:

1. Monthly Outstanding & Paid statement file prepared.
2. To prepare IDRA report of weekly, monthly & yearly.
3. Day to day new claim file ready & appointed by surveyor.
4. Preparation of weekly & monthly accounts.
5. To prepare every moth settled & unsettled information update.
6. Premium register day to day update.
7. Checking all documents against claims and providing documents as per demands.
8. Providing and updating documents as per the requirement of the insured (Paid & Outstanding Accounts).
9. Verifying the correctness of the documents as per surveyor reports in the new claim file.
10. Claim Software maintenance reports on demand.

COMPUTER SKILLS:

Microsoft Office Management- (Word, Excel, PowerPoint, Access), Data Entry Operator - Both English & Bengali, Mastering Internet, E-mail, Designing (Photoshop CC, Illustrator CC 2020) Basic Hardware Maintenance, Installation & Troubleshooting.

EDUCATION:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
Master of Social Science (M.S.S)	Political Science	Abu Dharr Gifari College, Dhaka.	First Class Marks : 3.03	2022	2
BA	Arts/Humaties	Amaresh Basu College, Magura	Second Class Marks : 2.80	2020	3
HSC	Business Studies	Amaresh Basu College, Magura	CGPA: 2.58 Out of 5	2015	
SSC	Business Studies	Rarikhali Secondary School, Magura	CGPA: 4.75 Out of 5	2013	

Training:

Certification	Institute	Location	From	To
Microsoft Office Application	Talla Baria S N Technical School & BM College, Magura	Magura	July 1, 2017	December 1, 2017
NTVQF IT Support Technician Level-1	Infra Polytechnic Institute	Barisal	January 1, 2017	December 1, 2017
Basic to Advance Excel	Online Course Facilitated by Skillful Bangladesh	Dhaka	2023	10 Day

Career and Application Information:

Looking For	:	Top Level Job
Available For	:	Full Time
Preferred Job Category	:	Accounting/Finance, Bank/Non-Bank Fin. Institution, Data Entry/Operator/BPO & Graphic Designer.
Preferred District	:	Dhaka

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla/English	High	High	Medium

BASIC INFO :

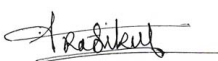
Father's Name : Md. Habib Molla
 Mother's Name : Late Afroza Begum
 Marital Status : Married
 Blood Group : O+
 Religion : Islam
 Date of birth : November 8, 1997
 Gender : Male
 Nationality : Bangladeshi
 National Id No. : 510 307 5205
 Permanent Address : Pukhoria, Magura Sadar.
 Current Location : Dhaka

Reference:

Mr. Ali Reza Majumdar
Peoples Insurance PLC
 Deputy Manager, Finance & Accounts
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 Engr. Ashique-Ur-Rahim
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Declaration:

I declare that all the information included here are true to my knowledge. It required and where applicable this document can be supported by appropriate authentic certificates.



Signature