



MD. RIAJ UDDIN

M.B.A

Mailing Address: Rongmohol, Ward
No-09, PO: Dulahazara-4741
PS: Chakaria, Dist: Cox's Bazar.

CONTACT

INFORMATION



+8801813-300057



mdriajuddincox@gmail.com

COMPUTER SKILL

- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- NETWORKING
- INTERNET
- E-MAILING.

INTEREST

- TRAVELLING
- CRICKET
- FOOTBALL
- READING BOOKS
- PHOTOGRAPHY
- FISHING

PROFESSIONAL SUMMARY

Dedicated and detail-oriented banking professional with strong knowledge of cash handling, customer service, and financial transaction management. Skilled in processing deposits, withdrawals, account verification, and maintaining accurate financial records with a high level of confidentiality and integrity. Experienced in ensuring compliance with banking policies, security procedures, and regulatory requirements while delivering efficient and reliable service to customers. Possesses excellent communication, problem-solving, and organizational skills with the ability to work effectively under pressure in a fast-paced banking environment. Capable of identifying discrepancies, preventing fraudulent activities, and maintaining proper cash balances. A motivated team player committed to supporting branch operations, achieving organizational goals, and building positive customer relationships through professionalism, accuracy, and quality service delivery.

EXPERIENCE

First Security Islami Bank PLC

Assistant Cash Officer

May, 2022 to March 2025.

Key Responsibilities:

1. Handle cash deposits, withdrawals, and payments accurately and efficiently.
2. Maintain daily cash balance and ensure proper cash management procedures.
3. Verify customer signatures, account details, and transaction documents.
4. Ensure compliance with banking rules, policies, and security regulations.
5. Provide excellent customer service and assist clients with banking inquiries.
6. Detect and report suspicious or fraudulent transactions to management.
7. Prepare daily transaction reports and maintain accurate financial records.
8. Support branch operations by coordinating with other departments when necessary.
9. Ensure safe custody of cash, cheques, and other financial instruments.
10. Assist in achieving branch targets through professional and efficient service delivery.

LANGUAGE SKILL

English: Good Proficiency in English
Speaking, Writing, Reading, Listening

Bangle: Native Language

PERSONAL SKILL

- Leadership
- Good Communication Skill
- Cross Cultural
- Communication Skill
- Management
- Creativity

REFERENCES

Md Rashed

Micro Finance Officer

Shokti Foundation

Bahaddarhat Branch-0114

EIN-18946

Cell No: +8801313364507

Relation- Friend

Mohammad Mamun

Village Doctor

S ISLAM PHARMACY, Malumghat

Cell No: +8801815335193

Relation- Brother

Educational Qualification

[2022] : Masters in Business Administration (MBA)

Bangabandhu Govt College, Gopalganj

Major in (Management)

Result: CGPA-2.75 (out of 4.00)

[2017] : Bachelor in Business Studies (BBS)

Chakaria Govt College, Cox's Bazar

Result: CGPA-2.63 (out of 4.00)

[2014] : Higher Secondary Certificate (H.S.C)

Dulahazara College .

Business Studies

Result: GPA-3.50 (out of 5.00)

[2011] : Secondary School Certificate (S.S.C)

Dulahazara ML High School .

Business Studies

Result: GPA-3.06 (out of 5.00)

Personal Details

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|---------------------|--|
| ➤ Father's Name | : Shahidul Islam (Late) |
| ➤ Mother's Name | : Samsun Nahar |
| ➤ Date of Birth | : 01 January, 1995 |
| ➤ Nationality | : Bangladeshi (By Birth) |
| ➤ Sex | : Male |
| ➤ Marital Status | : Married |
| ➤ National ID | : 690 587 1387 |
| ➤ Blood Group | : B(+ve) |
| ➤ Permanent Address | : Rongmohol, PO: Dulahazara-4741
PS: Chakaria, Dist: Cox's Bazar. |

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.



Md. Riaj Uddin