

Curriculum Vitae Of

Md. Sohanur Rahman Sohan



Mailing Address:

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Carrier Objective:

To obtain a challenging position for long-term career goal, where the scope is available to utilize my knowledge, potentiality and adaptability to do something innovative and from where I will be able to enhance my knowledge and skill.

Academic Qualification:

Master of Business Administration (MBA)

Subject : Accounting
Institute : Patuakhali Govt Collage
Passing year : 2020
Result : CGPA:3.19(Out of 4)
University : National University, Gazipur

Bachelor of Business Administration (BBA)

Subject : Accounting
Institute : Patuakhali Govt Collage
Passing year : 2019
Result : CGPA:2.55(Out of 4)
University : National University, Gazipur

Higher Secondary Certificate (HSC)

Group : Business Studies
Institute : Dr Yakub Sarif degree College
Passing year : 2014
Result : GPA 4.20 Out of 5.00
Board : Barisal

Secondary School Certificate (SSC)

Group : Business Studies
Institute : Madhabpur NK HighSchool
Passing year : 2012
Result : GPA 3.88 Out of 5.00
Board : Barisal

Employment History:

✓ **Current Job:**

☐ **Japan Tobacco International [JTI]**

- ❖ Designation : Manager
- ❖ Section : Management
- ❖ Existing Period : Sep 15, 2024 to Till Now

(A) Wave Foundation

- Designation : Assistant Unit Manager (AUM)
- Section : Microfinance
- Department : Accounts & Finance
- Existing Period : Dec 19, 2020 – Sep 14, 2024

Job Responsibilities :

- Providing leadership and clear focus for employees engaged in delivery of Individual/Group loan product;
- Developing strategies (staffing, product, process, marketing, etc.) to enable Individual/Group loan portfolio growth and client outreach in existing and new regions;
- Implementing and continuously updating processes and methodologies for Individual/Group loan product to ensure it remains client attractive and market focused;
- Ensure overall Individual/group loan product quality and low PAR, according to annual budget;
- Ensure Individual/Group loan portfolio growth, according to annual budget;
- Request and encourage the organization and implementation of promotion activities;
- Submit Individual/Group loan product budget/projections to HOD for final approval;
- Follow up on targets fulfillment of each Branch and LO Team on Individual/Group loan product;
- Supervise and manage collection efforts in the branches;

(B) Sobujbangla-Arthosamajik-Unnayan-Sangstha

- Designation : Community Development Officer (CDO)
- Section : Microfinance
- Department : Accounts & Field Loan Management
- Existing Period : Jan 10 2016 – Dec 18, 2020

Job Responsibilities :

- Meeting with clients interested in taking out a loan and providing them with the necessary information to start the loan application process.
- Collecting the needed financial documentation and assessing the clients' creditworthiness.
- Calculating and analyzing the risk ratios of clients based on their credit score and financial history.
- Approving or denying loan requests, and communicating your decision to both clients and management.
- Setting up payment plans for clients explaining monthly installment amounts, interest rates, and other costs.
- Maintaining records of loan applications by using loan management software.
- Monitoring the progress of the loan application process and relaying any hindrances to clients.

(C) Dutch Bangla bank Limited[Agent Banking]

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Designation : Assistant Officer(AO)
Department : Accounts
Existing Period : January 1, 2014 –Jan 02, 2016

Responsibilities:

- Achieving monthly targets by finding new areas or projects, surveying areas and selecting members, forming associations and managing members and associations according to policies.
- To involve people at all levels with all the services of organization. To have knowledge of company policies and every office circular and to follow them.
- To record the collected savings and installments in the pass book, topsheet and vouchers and ensure deposit of the collected amount in the account department of the branch.
- Ensuring member admission, disbursement of loans, collection of savings and collection of dues as per daily targets.

Computer Skills :

- I have completed Basic Computer Office Application Course (6 Month) From Bangladesh Technical Education Board (BTEB), In the year 2017 and achieved A+ Grade as a result.
- Operating system : Windows xp, Windows 7, Windows 8.
- office application Course : Ms Word, Excel, Power Point (Office Xp, Office 2007)
- Internet, E-mail : I have a good command over net surfing, Receiving, and sending E-mail.

Language Proficiency :

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	Medium	Medium

Personal Details:

Father's Name : Md. Mokhlesur Rahman
Mother's Name : Mosa.Farida Begum
Date of Birth : November 23, 1996
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Identity No : 1910934619
Religion : Islam
Height : 5 Feet 5 Inch
Blood Group : O+
Permanent Address : Vill: Madhabpur, PostMadhabpur, P.S: Bauphal, Dist: Patuakhali

Reference (s):

		Reference 01	Reference 02
Name	:	Md Anamul Kabir	Md.Rahat Biswas
Organization	:	Patuakhali government College	Border Guard Bangladesh[BGB]
Designation	:	Lecturer -Accounting Department	NYEK
Address	:	Patuakhali Sadar,Patuakhali	Philkhana,Dhaka
Mobile	:	01710-552762	01749-570218
Relation	:	Academic	Brother

Declaration of Authenticity :

By my signature, I certify that to the best of my knowledge the information provided in my resume is accurate and completed.

Signature&Date:

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MD SOHANUR RAHMAN SOHAN