

SHUBHU CHANDRA MISTRA

Mailing Address: 31/A/1 Swamibagh Gandaria, Dhaka-1204

Mobile: 01768565574

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Date of Birth : 10 Sep 1998



CAREER OBJECTIVES:

To build a dynamic career in the banking sector, particularly in retail banking, asset sales and cash operations, where I can utilize my expertise in loan and credit card sales, customer relationship management and cash management to contribute to organizational growth and achieve professional excellence.

SKILLS:

- **Technical Skills:** Proficient in Windows OS, Microsoft Office (Word, Excel, PowerPoint), Email & Internet Management.
- **Leadership & Interpersonal Skills:** Strong communication, decision-making, goal-oriented mindset, and team collaboration.
- **Analytical Skills:** Effective problem-solving, report preparation, and documentation.
- **Personal Strengths:** Hardworking, self-motivated, quick learner, and strong time management ability.
- **Language Proficiency:** Bengali (Native), English (Fluent)

WORK EXPERIENCE:

☐ PUBALI BANK PLC; (Jan 2026 – Present)

Designation: Business Support Associate ; Johnson Road Branch, Dhaka

Key Responsibilities:

- Managed account opening, KYC verification, FDR and account maintenance.
- Assisted in loan processing, documentation, and client communication.
- Handled credit card services including application processing and customer support.
- Provided prompt and effective customer service in a fast-paced banking environment.
- Maintained accuracy and compliance with banking rules and regulations.

☐ BRAC BANK PLC ; (Jun 2023 – March 2026)

Designation: Cash Sorter

Key Responsibilities:

- Processed high-volume cash transactions with accuracy and efficiency.
- Detected counterfeit notes as per Bangladesh Bank guidelines.
- Maintained secure cash handling with proper documentation and daily reconciliation.

ACADEMIC TRACK RECORD:

- ✦ **Master of Science (M.Sc)** – M.C College, Sylhet; National University (2021)
Major Concentration: Statistics
CGPA: 3.28 in the scale of **4.00**
- ✦ **Bachelor of Science (B.Sc. Hon's)** – Govt.B.M College, Barishal; National University (2016 – 2020)
Major Concentration: Statistics
CGPA: 3.36 in the scale of **4.00**
- ✦ **Higher Secondary Certificate (HSC)** – Patuakhali Government College, Patuakhali (2016)
Major Concentration: Science
GPA: 4.33 a scale of **5.00**
- ✦ **Secondary School Certificate (SSC)** – Latif Municipal Seminary, Patuakhali (2014)
Major Concentration: Science
GPA: 4.56 in the scale of **5.00**

EXTRA-CURRICULAR ACTIVITIES

Bangladesh Red Crescent Society (2013-2014)

- Organized and participated in blood donation camps
- First-aid operations including Rana Plaza disaster relief

Sanskrit Parishad (2016-2020)

- Trained in Tabla and Violin

REFERENCES:

Name: Foysal Howladar
Organization: BRAC BANK PLC.
Designation: FAVP & Branch Manager, Sadarghat Branch
Mobile: 01730077600
Email: mohammadfoysal.howlader@bracbank.com

Name: Sajal Chandra Mistra
Organization: DWIPASA HIGH SCHOOL, MADANPURA.
Designation: Assistant Teacher
Mobile: 01736917051
Email: sajal.mitra87@gmail.com

I, hereby declare that all statements contained in this application are true and correct. I understand that the concerned authority can verify this information and investigate my background.

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