

Resume of Saida Afrin Rakhi

**Mailing Address:****55/a, South Mugdapara, Dhaka-1214****Email no: saida.afrin.rakhi@gmail.com****Mobile no: 01531962279**

CAREER OBJECTIVE

As an experienced banking professional, I would like to utilize my earlier experience and knowledge in banking by contributing to the improvement as well as progress of the bank. I will be putting my best efforts in terms of time and learning new banking techniques and methods that would implemented in my banking career life.

PROFESSIONAL INFORMATION

Career as a Banker with Modhumoti Bank PLC:

Bank Name:	Modhumoti Bank PLC
Place of posting:	Motijheel Branch, Dhaka
Joining date:	June 21, 2021
Joining Designation:	Trainee Assistant Officer
Probation Period:	01 year
Job responsibility :	i) Account opening and closing of a savings, FDR,scheme ii) cheque book delivery, cheque book register, undelivered cheque n - Book follow up with customers to deliver and destroy as per circular iii) card delivery and issue of debit and credit card register as per bank policy iv) Issue of balance confirmation certificate on case to case basis. v) Issuing and balancing the Pay Order also collection it as per customer application vi) Preparing the month end voucher and different stationary vii) Issue of solvency certificate and transfer cheque of amount through cheque viii) Providing special services to corporate clients.

TRAINING SKILLS

- Participation in Training Program on Anti Money Laundering organized by MMBPLC (Duration 1 Day)
- Workshop on “Prevention of Money Laundering Act - 2009 and Anti-Terrorism Act - 2009” organized by MMBPLC.
- Participated in the training on the General banking refreshment training organized by MMBPLC Training Center, Head Office. (Duration 2 Days)
- Participation in Training Program on foundation training course of officers of MMBPLC organized by BIBM (Duration 1 month)

EDUCATION

EDUCATIONAL QUALIFICATION:

- **Master of social science (M.S.S):**
Major in **public** administration from Dhaka University,
Year of Passing: 2018
Result: CGPA 3.16
- **Bachelor of social science Studies (B.S.S):**
Major in Public administration from Dhaka University.
Year of Passing: 2017
Result: CGPA 3.28
- **Higher Secondary Certificate (H.S.C):**
Motijheel Ideal School & Collage
Year of Passing: 2011
Result: GPA 4.70
- **Secondary School Certificate (S.S.C):**
Motijheel Model School & Collage
Year of Passing: 2009
Result: GPA 4.63

PRESENT STATUS

Name Of Organization : **Modhumoti Bank Plc**
Designation : Assistant Officer
Joining Date : June 21, 2022
Gross Pay : 35000
Career gap : I had a career break down. I took a one-year break (from 22 June 2024 to 21 June 2025) from work due to personal life, health issues, examination and family matters, including my marriage life. During this time, I focused on recovery and supporting my family, and I'm now ready to re-enter the workforce with renewed focus and commitment

PERSONAL INFORMATION

Father's Name : Md. Shahjahan chowdhury
Mother's Name : Nina Chowdhury
Date & Place of Birth : 19/05/1994 and Dhaka
Nationality : Bangladeshi by birth
Marital Status : Single
Religion : Islam
NID No. : 3262147410
Contact No : 01531962279
Present Address : 55/a,south mugdapara, Dhaka-1214
Permanent Address : Vill- Chowdhury kandi, P.O- char dattapara-7931,
Shibchar, Madaripur

OTHER INFORMATION

Language Skills : Bengali – Mother Language
English – Excellent Skills on Reading, Writing, Listening and Speaking.

Computer Literacy : Proficient in Operating Microsoft Office Program &
Sound Knowledge on other Information Technology like Internet, Web Browsing and Operating E-mail

Strengths:

- Ability to work in any condition and perform well even under pressure.
- Excellent time management and organization skills.
- Positive attitude towards work and working with other people
- Confident and motivate

REFERENCES

Md. Gias Uddin Acma

VP & Manager
Modhumoti Bank PLC
VIP Road Branch, Dhaka
Cell: 01705357505
Email : gias@modhumotibankltd.com

Nur- E- Alam Chowdhury Liton

Member of Parliament
Madaripur-01
Cell: +8801713032231
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I strongly declare that all the information provided in this Resume is true and correct.

Sincerely,



(SAIDA AFRIN RAKHI)