

CURRICULUM VITAE

OF

MD. NAZMUL HUDA



Contact Details

Vill: Magheghata, P.O-Patiya,

P.S- Patiya, Dist: Chittagong.

Mobile: 01829250213

Email: nazmulhuda246@gmail.com

Career Objective

Dedicated and adaptable professional with 6.5+ years of experience in banking operations, customer service, compliance, and documentation management. Seeking a challenging position where I can utilize my operational expertise, communication skills, and problem-solving abilities to contribute to organizational growth and service excellence.

Professional Summary

- JAIBB-qualified banking professional with over 6.5 years of experience in banking operations, customer service, compliance management and administrative coordination within a structured corporate environment.
- Skilled in documentation, reporting, account management, and operational coordination.
- Strong ability to manage customer relationships, multitasks efficiently, and maintains accuracy under pressure.
- Proficient in MS Office, digital banking support, and administrative operations.
- Self-motivated team player with the ability to work effectively under pressure.

Key Skills

- General Banking & Account Management
- Documentation & Compliance Management
- Cash Operations & Remittance Support
- Operational Reporting & Data Handling
- MS Excel, Word & PowerPoint
- Google Workspace & Internet Applications
- Team Coordination & Communication
- Problem Solving & Time Management
- Administrative & Office Operations

Professional Experience

Islami Bank Bangladesh PLC

Officer (Operations & Customer Service) May 2019 – October 2025

- Managed daily banking operations while ensuring accuracy, compliance, and service quality.
- Provided professional customer support by resolving queries and handling service-related issues efficiently.
- Maintained operational records, documentation, and reports in accordance with organizational policies.
- Assisted branch management with operational reporting and administrative coordination.
- Coordinated with multiple departments to ensure smooth workflow and customer service delivery.
- Supported process improvement initiatives to enhance operational efficiency.

Internship Experience

NRB Global Bank Ltd

(Banking Intern) April 2016 – June 2016

- Assisted in general banking operations and customer service
- Supported documentation and administrative processes

Educational Qualification

Examination : **Masters of Business Administration (MBA)**

University : International Islamic University

Passing Year : 2018

Result : 2.98 (out of 4)

Examination : **Bachelor of Business Administration (BBA)**

University : BGC Trust University Bangladesh

Passing Year : 2017

Result : 2.84 (out of 4)

Examination : **Alim**

Institution : Shah Chand Aulia Kamil Madrasha

Board : Madrasha

Passing Year : 2012

Result : 3.58 (out of 5)

Examination : **Dakhil**

Institution : Shean Para Hazi A. Khaleque Dakhil Madrasha

Board : Madrasha

Passing Year : 2010

Result : 4.25 (out of 5)

Professional Qualification

- **DIB-1, IBTRA, 2021**
- **JAIBB, Institute of Bankers, Bangladesh (IBB), 2024**

Language Skill

- Bengali: Native
- English: Fluent (Professional Working Proficiency)

Employment Status

Currently seeking new professional opportunities.

Personal Information

Father's Name : MD Nurul Huda

Mother's Name : Roksana Begum

Date of Birth : 31st December, 1994

Marital Status : Married

Home District : Chittagong

Permanent Address : Vill:Magheghata, P.O-Patiya,
P.S- Patiya, Dist: Chittagong.

Reference

Reference will be furnished upon request.



SIGNATURE