

MD ABU USUF EMON

270, Dogair Purbopara (North shanarpar), Demra, Dhaka-1361

Mobile: 01797192350

Email: usufemon267@gmail.com



Objective:

To work in a responsible position where i shall have the opportunity to express myself to boost organizational goal. The responsibility will enable me to utilize my skills, knowledge & ability.

Skills :

- | | |
|------------------------------------|--------------------------------|
| - Customer Relationship Management | - Coordination & Communication |
| - Data Entry & Record Keeping | - Document Handling & Filing |
| - Verification & Control | - Problem Solving |
| - Punctuality & Responsibility | - Adaptability |

Experience :

Trainee Relationship officer (September 2024 – Present)

Eastern Bank PLC, Jubilee Road Branch, Chattogram

- Manage clients and support Retail and SME Banking
- Identifying business opportunities and increase customer base

Counter In-Charge (November 2022 – September 2024)

Akij Biri Factory Ltd. Gokulnagar, Ishwardi, Pabna

- Managed counter operations, cash and records
- Handle inventory and documentation

Junior Technician (December 2016 - March2020)

Primordial Energy Ltd. Army camp, Fatullah, Narayanganj

- Operated and maintained MTU Engine
- Ensured efficient power generation and mechanical performance

Training:

Foundation Training on Banking : Eastern Bank PLC

Retail, SME ,Credit Card, Account and Compliance

Academic Qualifications :

MBA in Management - 2020

CGPA - 2.98 out of 4.00

Kabi Nazrul Government College

BBA in Management -2019)

CGPA - 3.02 out of 4.00

Kabi Nazrul Government College

HSC in Business Studies- 2015

GPA - 4.58 out of 5.00

Quality Education College

SSC in Business Studies-2013

GPA - 4.75 out of 5.00

Ali Ahmed School & College

Computer Literacy :

MS-Word, MS-Excel (Basic) Web browsers, email clients, and online correspondence.

English Language Proficiency :

Speaking - Medium, Writing – Medium , Listening – Medium

Personal Information:

Father's Name	: Late Abdul Gofur
Mother's Name	: Amena Begum
Date of birth	: 26 th July,1998
Religion	: Islam
Height	: 5.4 feet
Blood group	: B+
Marital status	: Single
Permanent Address	: 270, Dogair Purbopara(North shanarpar), Demra, Dhaka-1361

References :

Md Nazmul Hasan.	Md Tuhin Biswas
Officer ,Sonali Bank PLC	Production Officer, Aki Biri Factory Limited
D C court, Kushtia	Hosenabad, Kushtia
Cell : 01772772566	Cell: 01778899113

Md Abu Usuf Emon