

UJJAL PAUL

Village: Bhimshi, Sreemanga, Moulvibazar

01609373500

ujjalpaul813@gmail.com



Career Objective

To contribute to organizational goals in a challenging and competitive environment, utilizing my knowledge and skills effectively for mutual growth, while working as a dedicated, dynamic, and energetic employee committed to excellence.

Career Summary

Motivated and dedicated professional with knowledge in credit operations and financial services. Currently working/aspiring to work as a Credit Officer in an NGO environment. Skilled in client handling, loan processing, and maintaining financial discipline. Seeking a challenging position where I can utilize my abilities to contribute to organizational growth and achieve career development.

Special Qualification

Work well under pressure as part of a team, Well-groomed appearance Polite, respectful, and courteous manners Responsible, efficient, and flexible Ability to work in a fast-paced, intense environment smoothly Ability to elicit confidence

Experience

Total Year of Experience: 4.8 yrs

1. Credit officer (4.7 yrs)

(11 Sep, 2021 - Continuing)

Heed Bangladesh

Telia Para Madhabpur, Habiganj

Area of Expertise

Microcredit (4.5 yrs)

Duties/Responsibilities

Mobilize and enroll new members for Samitee (group formation) Collect savings/deposits from members regularly Open new member accounts and maintain proper documentation Process and manage loan applications and loan disbursement activities Ensure timely installment collection from borrowers Maintain accurate records of all financial transactions Perform overall administrative and field-related duties as assigned by the organization

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Accounting	Moulvibazar Government College Moulvibazar	3.03 out of 4	2018	1	
Bachelor of Business Administration (BBA)	Accounting	Moulvibazar Government College Moulvibazar	3.15 out of 4	2017	4	
HSC	Business	ALHAJ MD.MOKLISUR RAHAMAN COLLEGE.	4.3 out of 5	2013		

	Studies	MOULVIBAZAR				
SSC	Humanities	BHUNABIR DASARATH HIGH SCHOOL, SREEMANGAL	3.69 out of 5	2011		

Career and Application Information

Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, NGO/Development, Other Special Skilled Jobs

Looking For : Mid Level Job

Present Salary : Tk. 26000

Expected Salary : Tk. 35000

Preferred District : Habiganj, Moulvibazar, Sylhet

Preferred Organization Types : Banks, NGO

Skill

Fields of Skill	Description
- Cash Management - Marketing - NGO - Driving Skills	Skilled in cash management, marketing, NGO operations and driving. Capable of managing financial activities, supporting field operations, building stakeholder relationships and performing assigned responsibilities efficiently with honesty and dedication.

Personal Details

Father's Name : NEPAL PAUL

Mother's Name : SHIVA RANI PAUL

Date of Birth : 15 Feb, 1994

Gender : Male

Marital Status : Married

Nationality : Bangladeshi

National Id No. : 2833762343

Blood Group : B-

Height (Meter) : 1.68

Weight (Kg) : 65

Reference

Name : Partha Paul	Name : Sumon Chakraborty
Organization : Palli Sanchay Bank, Sreemangal	Organization : Department of Agricultural Marketing, Moulvibazar
Designation : Field Assistant	Designation : Office Assistant cum-computer typist
Address : Shoharsree, Mirzapur-3214, Sreemangal, Moulvibazar	Address : Shantibag, Moulvibazar Sadar, Moulvibazar
Mobile : 01319397450	Mobile : 01743334794
Relation : Family Friend	Relation : Academic