

MOHAMMAD SHAFIUL BASHAR

Dedicated and results-oriented professional with 5+ years of experience in Banking Operations, General Banking, Procurement, Customer Service, and Administrative Support. Experienced in handling banking documentation, customer relationship management, procurement activities, vendor coordination, and operational compliance. Strong communication, analytical, and organizational skills with the ability to work effectively in fast-paced environments while maintaining accuracy and service excellence.



Contact

Address

Chattogram

Phone

+88 01642-778146

E-mail

shafiulbashar808@gmail.com



TECHNICAL SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Email Management
- Internet Research & Browsing
- Documentation Management
- Report Preparation
- Basic Adobe Illustrator



PROFESSIONAL EXPERIENCE

2024-03 -
2025-07

General Banking Officer

FIRST SECURITY ISLAMIC BANK PLC

- Managed daily general banking activities and customer service operations.
- Assisted customers with account opening, KYC verification, and document processing.
- Handled banking records, customer queries, and operational documentation.
- Ensured compliance with internal policies and banking regulations.
- Supported branch operations and maintained service quality standards.
- Coordinated with different departments to ensure smooth banking services.
- Achievements:
- Maintained high customer service standards through efficient service delivery.
- Supported branch operations with accurate documentation and compliance practices.

2020 - 2024

Assistant Officer – Purchase Department

PARK BANGLADESH COMPANY LTD.

- Managed procurement and purchasing activities for organizational requirements.
- Prepared purchase requisitions, purchase orders, and supplier documentation.
- Coordinated with vendors regarding pricing, delivery schedules, and product quality.
- Maintained procurement records and inventory-related reports.
- Assisted management in cost-effective purchasing decisions.
- Ensured timely availability of required materials and supplies.
- Achievements:
- Improved supplier coordination and procurement efficiency.
- Maintained accurate procurement documentation and reporting.



ACADEMIC QUALIFICATIONS

2020

Master of Social Science (M.S.S.): Political Science

Government Hazi Mohammad Mohsin College - Chattogram

- National University



PERSONAL INFORMATION

- Date of Birth: 28 February 1997
- Nationality: Bangladeshi
- Marital Status: Single
- Blood Group: B+
- Permanent Address : C/o. KabirMember House, Vill: Banagram Aziz Para,Chandraghona, P.O: Khandaker Para (4531), P.S: Rangunia, Dist: Chattogram,Bangladesh.



LANGUAGE PROFICIENCY

Bangla	●●●●●○	Native or Bilingual
English	●●●○○○	Professional Working

2019

- GPA: 3.03 out of 4.00

Bachelor of Social Science (B.S.S.): Political Science

Government Hazi Mohammad Mohsin College - Chattogram

- National University
- GPA: 2.91 out of 4.00

2015

Higher Secondary Certificate (Alim)

Madrasah Board

GPA: 3.86 out of 5.00

2013

Secondary School Certificate (Dakhil)

Madrasah Board

GPA: 4.81 out of 5.00



CORE COMPETENCIES

- General Banking Operations
- Customer Service Management
- Account Opening & KYC Compliance
- Banking Documentation
- Cash & Cheque Processing
- Procurement & Purchasing
- Vendor & Supplier Management
- Record Keeping & Reporting
- Operational Coordination
- Regulatory Compliance
- Administrative Support
- Communication & Teamwork



PERSONAL STRENGTHS

- Strong Communication Skills
- Well Organized and Responsible
- Self-Motivated and Result-Oriented
- Team Player with Positive Attitude
- Ability to Work Under Pressure
- Strong Analytical and Problem-Solving Skills