



MD Rana Hossen

CREDIT OFFICER

CONTACT

☎ 01334128210
✉ Islammdrahi4@gmail
📍 Noldubi, Tindighi Hat, Shibganj,
Bogura, 5870
NID: 1512112812

TECHNICAL SKILLS

Microsoft Word
Microsoft Excel
Adobe Photoshop
Internet Browsing

SOFT SKILLS

Customer Communication
Team Work
Leadership
Attention to Detail
Problem Solving
Time Management

LANGUAGES

Bengali (Fluent)
English (Intermediate)

EXTRA CURRICULAR

Debate Club Captain, Class Captain

INTERESTS

Playing Cricket, Gardening, Bird and
Cow Farming

CAREER OBJECTIVE

Aspiring Credit Officer with a solid educational background in Finance & Banking. Aiming to apply my skills in financial analysis and customer communication to contribute to the success of a reputable financial institution. Committed to continuous learning and professional development in the financial sector.

PROFESSIONAL SUMMARY

A dedicated individual with a BBA in Finance & Banking from Govt Azizul Haque College, Bogura. Experienced in reception and accounting tasks, with strong organizational skills and attention to detail. Seeking to leverage financial knowledge and customer communication skills in a Credit Officer role.

WORK EXPERIENCE

Receptionist

June 2020 to April 2021

Aloka Nursing Home & Oncology Center

- Received and processed billing transactions efficiently.
- Managed accounting tasks related to patient services.
- Facilitated effective communication between patients and medical staff.
- Maintained accurate records of patient interactions and transactions.

EDUCATION

BBA (Finance & Banking.)

2022

Govt Azizul Haque College, Bogura.
Result: 2.98

HSC (BM) (Business Studies)

2018

Nishindhara Fakir Uddin School & College, Bogura.
Result: 5.00

SSC (science)

2015

Chalunja Kalitola B.L High School.
Result: 5.00

CERTIFICATIONS

Computer Office Application

2017

BTEB (Dhaka)

REFERENCES

MD Juyelur Rahman

Govt Azizul Haque College, Bogura.
Lecturer(35th Bcs)

☎ 01770-820741