

# MD. RIFAT MAHMUD MUKIT

E-13/9, B.O.F, Gazipur Sadar, Gazipur 1703

**Phone:** 01795777944

**Email:** rifatmah66@gmail.com



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## Career Objective

Results-driven professional with 6+ years of experience in marketing, finance, sales, and administration. Skilled in customer service, teamwork, and adaptability. Seeking a dynamic role to drive growth and success.

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## Career Summary

Experienced professional with over 6 years in diverse sectors including marketing, finance, sales, and administration. Proven track record in customer service, team leadership, and adapting to changing business needs. Strong background in banking, finance, and NGO operations. Expertise in building client relationships, driving sales growth, and optimizing business processes. Committed to contributing to organizational success through strategic planning and exceptional service.

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## Special Qualification

Certified in digital marketing, project management, and financial analysis. Strong proficiency in CRM software, data analysis, and customer relationship management. Skilled in team coordination and cross-functional collaboration.

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### 1. Business Development Officer

#### Midland Bank PLC

**Join Date:** 17 Nov 2025 TO Continuing

#### Responsibilities:

- Identifying and pursuing new business opportunities to expand the bank's customer base and strengthen client relationships.
- Promoting banking products, analyzing market trends, and coordinating with internal teams to design tailored financial solutions.
- Maintaining regular follow-ups, preparing performance reports, and representing the bank to enhance brand presence.

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### 2. Junior Officer (Cash), Agent Banking

#### Islamic Bank Bangladesh PLC

**Join Date:** 2 Jan 2025

**End Date:** 5 Oct 2025

#### Responsibilities:

- Providing frontline banking services such as deposits, withdrawals, bill payments, and account opening.
- Resolving customer inquiries while ensuring accuracy and compliance in all cash operations.
- Building strong customer relationships and supporting the expansion of secure banking services to remote communities.

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### 3. Livelihood Facilitator

#### TMSS

**Join Date:** 11 May 2023

**End Date:** 1 Dec 2024

#### Responsibilities:

- Implementing livelihood programs, training beneficiaries, and supporting income-generating activities.
- Conducting field visits, monitoring project progress, and coordinating with local stakeholders.

#### 4. Marketing Officer

##### International Distribution Company BD (Pvt) Ltd

**Join Date:** 1 Apr 2022

**End Date:** 1 May 2023

##### **Responsibilities:**

- Executing marketing strategies, managing promotional campaigns, and conducting market research.
  - Building client relationships, analyzing competition, and supporting the sales team.
  - Coordinating with departments for effective product positioning and customer engagement.
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#### 5. Accounts Officer

##### Betco Power Limited

**Join Date:** 1 Jan 2020

**End Date:** 30 Jan 2021

##### **Responsibilities:**

- Managing financial records, invoices, and accounts payable/receivable.
  - Preparing financial reports and assisting with budgeting, tax compliance, and audits.
  - Coordinating with procurement and operations teams for accurate cost analysis.
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#### Academic Qualification

- **MBA in Marketing** – Model Institute of Science & Technology, Gazipur (2019), CGPA: 3.02/4
- **BBA in Marketing** – Model Institute of Science & Technology (2017), CGPA: 2.66/4
- **HSC in Business Studies** – Akter Hossain Memory Degree College (2013), CGPA: 3/5
- **SSC in Business Studies** – Subidkhali R I Pilot High School (2010), CGPA: 3.25/5

#### Training Summary

- **Diploma in Computer Science** – Microsoft Office, MS Word, PowerPoint | Ideal Computer | Gazipur Cantonment | 2018 | 6 Months
  - **Internship at Al-Arafa Islamic Bank Ltd.** – General Banking, SME, Account Opening, Loan Section, Card Division | Gazipur Chowrasta Branch | 2017 | 3 Months
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#### Professional Qualification

- **Graduated** – Model Institute of Science & Technology, B.I.D.C Road, DUET-1707 (May 2013 - Dec 2017)
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#### Skill Description

I possess a strong skill set in marketing, finance, sales, and administration, backed by over six years of experience across diverse industries. My expertise includes strategic planning, market research, client relationship management, and financial analysis. I am proficient in CRM software, data analysis, and business development, with a proven ability to drive sales growth and optimize operational efficiency. Additionally, I excel in teamwork, adaptability, and problem-solving, ensuring seamless collaboration across departments. My flexibility and strong communication skills enable me to manage multiple projects efficiently while contributing to organizational success.

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#### Extracurricular Activities

Beyond my professional experience, I have actively participated in various extracurricular activities that have enhanced my leadership, teamwork, and problem-solving skills. I have been involved in organizing corporate events, seminars, and training sessions, fostering networking and professional development. Additionally, I have contributed to community service initiatives, including NGO projects focused on social development and financial literacy.

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#### Language Proficiency

- **English:** Reading - High | Writing - High | Speaking - Medium
- **Bangla:** Reading - High | Writing - High | Speaking - High

### Personal Details

- **Father's Name:** Md. Abdul Motin Biswas
  - **Mother's Name:** Most. Rasida Begum
  - **Date of Birth:** 25 Mar 1994
  - **Gender:** Male
  - **Height:** 1.7272m
  - **Weight:** 67kg
  - **Marital Status:** Married
  - **Nationality:** Bangladeshi
  - **Religion:** Islam
  - **Permanent Address:** East Subidkhali, Mirzagonj, Mirzaganj, Patuakhali
  - **Blood Group:** A+
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### References

#### Reference 1:

- **Name:** Shirin Sultana
- **Organization:** Ministry of Women & Child Affairs
- **Designation:** Deputy Director (Women Affairs)
- **Address:** Patuakhali
- **Phone:** 01752565603
- **Email:** sshirin793@gmail.com
- **Relation:** Family Friend

#### Reference 2:

- **Name:** Md. Aminul Islam Shohag
  - **Organization:** Bangladesh Ordnance Factory
  - **Designation:** Sub Assistant Engineer
  - **Address:** Gazipur
  - **Phone:** 01718912131
  - **Email:** shohagbof@gmail.com
  - **Relation:** Family Friend
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### Declaration

I hereby declare that all the information provided above is true and accurate to the best of my knowledge and belief.



Signature