



Abdul Momin Molla

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ABOUT ME

Having a strong desire to work in a challenging environment where I can utilize my educational and skills. I achieved my & your organizational aim. I am a sincere and hardworking person. I am responsible, friendly and always willing to learn new things.

EDUCATION AND TRAINING

1 JAN 2018 – 1 DEC 2019 Chandpur, Bangladesh

M.B.A (MASTER OF BUSINESS ADMINISTRATION) National University

Field of study Management | **Level in EQF** EQF level 7

1 JUN 2012 – 1 DEC 2014 Chandpur, Bangladesh

H.S.C (HIGHER SECONDARY CERTIFICATE) Chandra Imam Ali High School & College

Field of study Business Studies | **Level in EQF** EQF level 4

1 JAN 2010 – 1 DEC 2011 Chandpur, Bangladesh

S.S.C (SECONDARY SCHOOL CERTIFICATE) Shashe Ali High School

Field of study Business Studies | **Level in EQF** EQF level 3

WORK EXPERIENCE

ACCOUNTS OFFICER – UCB PLC (UNITED COMMERCIAL BANK PLC) AGENT BANKING – 12 Oct 2025 – Current – CHANDPUR, BANGLADESH

- Receiving and payment money
- Accept deposits from customers
- Give cash customers based on cheques or without slips
- Check cheque, signature and account details
- Prevent fraud or incorrect transactions
- Keep track of daily transactions
- Balance cash at the end of the day
- Answer customer questions
- Help fill out deposit or withdraw forms
- Keep money safe
- Report any suspicious activity

FORMER, INVESTMENT OFFICER – SHIKKHITO BEKAR SONCHOY O RINDAN SOMOBAY SOMITE LTD. – 1 Aug 2023 – 11 Oct 2025 – CHANDPUR, BANGLADESH

- Provide loans to eligible members
- Check documents before approving loans
- Collect installments regularly
- Follow up with members who delay payments
- Build good relationships with members
- Visit members homes or businesses
- Monitor how the loan money is being used
- Prepare daily/weekly/monthly reports
- Maintain accurate records of loans and collections

- Identify risky borrowers
- Try to reduce loan default

FORMER, ASSISTENT PURCHASE OFFICER – SONALI AANSH INDUSTRIES LTD. – 20 Nov 2021 – 31 Dec 2023 – DHAKA, BANGLADESH

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- Assist in buying materials, products or equipment
 - Ensure the right quality and quantity are ordered
 - Contact suppliers for price, availability and delivery
 - Maintain good relationships with vendors
 - Compare quotations from different suppliers
 - Help choose the best price and quality
 - Create purchase orders(PO)
 - Maintain invoices, bills and purchase records
 - Track orders and ensure on-time delivery
 - Follow up if there are delays
 - Create delivery challan in ERP software
 - Prepare purchases reports for senior officers

FORMER, MARKETING OFFICER – SOCIAL ISLAMIC BANK LTD. (AGENT BANKING) – 1 Jan 2021 – 30 Jun 2021 – CHANDPUR, BANGLADESH

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- Explain services like saving accounts, loans, credit cards, deposits
 - Convince customers to use bank products
 - Find and attract new customers
 - Visit individuals, businesses and organizations
 - keep regular contact with exiting clients
 - Market research
 - campaigns and promotions

FORMER, ASSISTENT TEACHER – NEW NATION CREDET SCHOOL – 2 Nov 2014 – 31 Jan 2020 – CHANDPUR, BANGLADESH

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- Help prepare lesson plans and teaching materials
 - Assist during class activities
 - Help students learn reading, writing, math and basic English
 - Explain lessons in a simple and clear way
 - Maintain discipline and a friendly environment
 - Help students stay focused
 - Give extra support to weak students
 - Answer questions and solve problems
 - Help check copies and assignments
 - Guide students to improve
 - Keep track of students attendance
 - Maintain basic records
 - Help with games, drawing and school events
 - Take care of students during class and break time

● **SKILLS**

Computer skills

Microsoft Word | Microsoft Office | Social Media | Microsoft Excel | Microsoft Powerpoint | Google Drive | Facebook | Outlook

● **LANGUAGE SKILLS**

Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A1	A2	A1	A1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● HOBBIES AND INTERESTS

Hobbies

Traveling

Interesting:

Learning new skills