



CONTACT ME AT

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- ☎️ +88 01736060222

PERSONAL PROFILE

I have more than 7 years of total experience in Micro Finance and Investment including leading teams across micro banking sectors. I have a clear logical mind with a practical approach to problem-solving and a drive to see things through to completion. I am eager to learn new things and enjoy overcoming challenges. I have a genuine interest in Business Development and Marketing.

KEY PROFICIENCIES

- Leadership
- MS Word, MS Excel
- Software Management
- Bank Reconciliation
- Ability to Use Positive Language
- Clear Communication Skills
- Preparation of financial Statement
- Performance Management Analysis
- Taking Responsibility
- Reporting and documentation
- Inventory Management
- Classification
- Business Development
- Consultancy
- Organization Skills
- Critical Thinking

ABDUL OAHAB



PROFESSIONAL EXPERIENCE

Investment Officer

The Dhaka Mercantile Co-Operative Bank Ltd
| Oct 2014 - Continue

- Reviewing financial statements to determine whether companies are financially stable
- Working with clients to create a comprehensive financial plan that addresses their current and future needs
- Generate reporting data from Salesforce platform to facilitate growth and manage firm operations.
- Monitoring of branch non financial transaction output like CASA & FD accounts opening and closing.
- Write clear and well-informed investment recommendations based on thorough research and analysis.
- Attend annual meetings, review quarterly financial statements, and remain up-to-date with any important valuation or policy changes.
- Perform regular administration duties of all investment files.
- Coordinate internal resources and train and develop junior resources. Create and foster client relationships.



ACADEMIC QUALIFICATIONS

National University

Masters of Social Science (MSc) | 2013

- Obtained 2nd Class with a major in Psychology at Govt.Azizul Haque college.

National University

Bachelor of Social Science (BSS) | 2011

- Obtained 2nd Class with a major in Psychology at Dhunut Degree College.

Nandiarpara Senior Alim Madrasah

Higher Secondary School Certificate (H.S.C) | 2008

- GPA: 3.75 (Out of 5.00)
- Humanities Group.

Bilchapri Dakhil Madrasah

Secondary School Certificate (S.S.C) | 2006

- GPA: 4.75 (out of 5.00)
- Humanities Group.

LANGUAGE

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Bangla

Native Language

COMPUTER SKILL

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Computer Fundamentals
- Computer Hardware & Diagnosis

REFERENCE

Md. Milon

Office Shohayok
Ministry of industry
+88 01719141393

Mst. Irin Sultana

Office Assistant Cum Computer Typist
Bangladesh Tea Board
+88 01719561077



EXTRA CURRICULUM ACTIVITIES

General Member

Bangladesh Scouts | 2010 - 2012

- Conduct day-to-day project coordination, planning, and implementation across multiple teams.
- Campus cleaning and welfare programs.
- Learning multi-tasking for different people around the scout's ground.

Member & Organizer

Blood Donation Club | 2015 - Present

- Managed complex projects from start to finish.
- Life time member of Blood Donation Club at Northern University.
- Collaborated with other micro founders.

Social Activities

Awareness Activities | 2012 - Continue

- Posturing, Campaigning, Medical Equipment Server.
- Covid-19 Awareness Campaign.
- Social Awareness



PERSONAL INFORMATION

Father's Name : Jinnah
Mother's Name : Ashia
Date of Birth : 9 th January, 1991
Gender : Male
Nationality : Bangladeshi (By birth)
Religion : Islam
Marital Status : Married
Permanent Address :
Vill: South Bilchapri,
P.O : Bilchapri P.S : Dhunut, Dist : Bogura

Signature