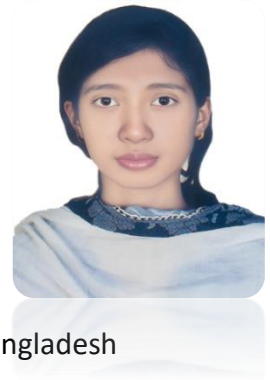


Sultana Razia Mousumi



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sultanaraziamousumi434@gmail.com

Dhaka, Bangladesh

A hardworking and adaptable graduate with a strong interest in field-based work, aiming to establish a career in the microfinance sector. Possesses good communication skills and a willingness to work closely with clients, conduct field visits, and contribute to loan operations while ensuring effective service delivery and positive social impact.

WORK EXPERIENCE

Internship – General Banking & Credit Department

March 2023 – May 2023

Southeast Bank Limited PLC (Sarulia Branch)

- Assisted in daily general banking operations, including account opening, cash transactions, and customer service.
- Supported the Credit Department in loan documentation, client file management, and verification of required documents.
- Reviewed and verified client documents to ensure compliance with banking regulations.
- Observed and learned about remittance, clearing, and cheque processing systems.
- Prepared reports and maintained records under the supervision of bank officials.

EDUCATIONAL QUALIFICATIONS

Master of Business Administration (MBA) in Finance – 2025

Daffodil International University

. CGPA 3.12/4.00

Bachelor of Business Administration (BBA) in Finance & Banking – 2019

National University under Dhaka Mohanagar Mohila College

. CGPA 3.11/4.00

Higher Secondary Certificate (HSC) in Business Studies – 2015

Rongmala Akbar Mohila College

. CGPA 4.17/5.00

Secondary School Certificate (SSC) in Business Studies – 2013

Al-Haj Tazul Islam High School, Chittagong

. CGPA 2.44/5.00

CORE COMPETENCIES

- Financial Analysis & Reporting
- General Banking Operations
- MS Office (Word, Excel, PowerPoint)
- Teamwork & Collaboration
- Strong communication and interpersonal skills
- Flexible to Work at Any Location Across the Country
- Time Management & Multitasking

INTEREST

- Traveling and discovering new places
- Volunteering and community development
- Exploring new technology trends in business
- Developing communication and teamwork skills through training
- Enhancing knowledge in customer service and client handling

EXTRA- CURRICULAR ACTIVITIES

- Participated in school debate competitions and cultural programs, enhancing communication, teamwork, and leadership skills
- Attended professional workshops, and skill development seminars
- Organized cultural events and actively participated in debate programs

REFERENCE

Shayela Sharmin

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Cell: 01671018311

Dr. Mohammad Shibli Shahriar

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Faculty of Business & Entrepreneurship
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