

Cover Letter



Johir Uddin Babar

Hiring Officials



Sub : Application for Trainee Microfinance Officer

Dear Sir,

I am writing to express my strong interest in the Micro Finance Officer position under your Management Training program.

I have completed my BSS In **social Anthropology** Department from **comilla University**.

I bring a deep understanding of community dynamics, rural livelihoods, and social networks — skills that are critical for effective client selection, group management, and sustainable loan recovery. My background in gender and kinship studies helps me ensure loans truly empower women clients while maintaining strong recovery rates.

My academic training in economic Anthropology and **qualitative field research** has equipped me to analyze how **households actually manage income, debt, and risk in informal economies**.

I am proficient in various software tools like **Advanced Excel, MS office & Powerpoint**. I have a proven track record of surpassing goals and achieving organizational objectives through effective **reporting, documentation, and cash management**.

I admire **SHAKTI** commitment to poverty alleviation and women's empowerment in rural Bangladesh. I would be honored to contribute my field insight and community-centered approach to your team and grow into a responsible field manager through your program.

Thank you for considering my application. I have enclosed my CV for your review and would welcome the opportunity to discuss how my background can support your mission.

I look forward to the possibility of contributing to your team.

Yours Sincerely,

Johir Uddin Babar

CONTACT

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EMAIL: baborcou@gmail.com

CURRICULUM VITAE OF JOHIR UDDIN BABAR

Hasnabad, Monohorgonj, cumilla

PHONE: 01622004005

EMAIL: baborcou@gmail.com



Career Objectives

"Aspiring NGO professional eager to contribute to financial operations, customer relations, and business growth through strong analytical and communication skills."

Experience

* **Field Experience, cumilla 2021** - Completed 3-week field study on rural women's microcredit use and household decision-making with local NGO support. Interviewed 25 borrowers to assess loan purpose, fund control, and factors influencing timely repayment.

* **"Distribution Sales officer- DSO"** from 1st September 2024 to October 2025 at **"BKash Ltd"**

Academic Qualification

* BSS in Anthropology Department from Comilla University in 2021 (CGPA 2.99 out of 4.00)

* HSC in Science from Nawab Faizunnesa Govt. College in 2017 (GPA 3.67 out of 5.00)

* SSC in Science from N.F & B.N High school in 2015 (GPA 5 out of 5.00)

Customer service & Relationship Skills

* Customer Service

* Teamwork

* Client Interaction

* Interpersonal Skills

* Customer Relationship
Management (CRM)

* Client Support

* Complaint Handling

* Service Quality

* Communication Skills

* Customer Satisfaction

Soft Skills & professional Attributes

* Integrity & Honesty

* Quick Learner

* Professionalism

* Result-Oriented

* Accuracy & Attention

* Self-Motivated

* Positive Attitude

* Critical Thinking

* Learning Mindset

* Ethical Conduct

SKILL SET

***Linguistic:** Good in comprehending, speaking and writing in English & Bengali .

***Presentation:** Have effective presentation (multimedia, slide & oral) skills with **MS office**.

***Team work & project management:** Well to do in cooperation and teamwork. Since, I am working with several organization .

***Organizing Skill:** Excellent in organizing & planning. As Organizing secretary of **Laksam Monohorgonj Students Association ,cumilla University**, I have been organizing several programs since last 4 years.

***Communication:** Having Excellent understanding of corporate communication of all sorts, working in several social and educational organization in several position helps me to build up a better communication skill.

***Ability to work in pressure.**

***Self-motivated.**

***Very hard working.**

***Excellent follow up and responsiveness.**

Personal Information

Name : Johir Uddin Babar

Father's Name : Md. Abdul Halim

Mother's Name : Nasrin Akter

Date Of Birth : 01/12/1999

Age : 26 years

NID : 4203619327

Blood Group : B -

Permanent Address : Vill: Sreepur, hasnabad union ,Thana:Monohorgonj- 3623 Zila:Cumilla .

REFERENCE

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