

MD. RUBEL

South Banasree, Dhaka | Mobile: 01785593017 | Email: rubel08663@gmail.com

Career Objective

To build a career as a Microfinance Officer where I can utilize my communication, customer service, accounting, and client management skills to support organizational goals and community development.

Professional Summary

Dedicated professional with over 9 years of experience in customer service, accounts management, client relationship management, record keeping, and financial operations. Skilled in communication, reporting, customer support, and administrative tasks.

Professional Experience

Accounts Executive, Business Network (Sep 2019 - Mar 2026)

- Maintained financial records and accounts • Managed billing, collections, and payment follow-up • Prepared reports using MS Excel • Coordinated with clients regarding payments

Customer Support Executive, Business Network (Jan 2017 - Aug 2019)

- Handled customer queries and complaints • Maintained strong customer relationships • Assisted in sales follow-up and client retention

Educational Qualification

B.A. (Philosophy), National University, 2016, CGPA 2.85

HSC (Business Management), 2013, GPA 4.31

SSC/Dakhil, 2011, GPA 4.38

Key Skills

- Customer Service & Client Support
- Microfinance Client Communication
- Cash Handling & Basic Accounting
- Data Entry & Record Keeping
- MS Word & MS Excel
- Report Preparation
- Teamwork & Problem Solving

Languages

Bengali (Native), English (Good)

Personal Information

Date of Birth: 02 December 1996

Nationality: Bangladeshi

Marital Status: Married