

Mohammad Ariful Islam



CAREER OBJECTIVE

To obtain a responsible position in a reputed organization where I can apply my knowledge, skills, and experience to support organizational goals and grow professionally.



JOB EXPERIENCE

Junior Officer

Islami Bank Bangladesh plc

2020-2025

Job Responsibilities / Experience:

- Assisted in daily banking operations, including cash handling, deposits, and withdrawals.
- Prepared and verified financial statements, vouchers, and transaction reports.
- Supported customer service by addressing account-related inquiries and resolving issues.
- Processed loan and account opening applications accurately and efficiently.
- Maintained confidentiality of customer records and sensitive financial information.
- Ensured compliance with banking policies, rules, and regulatory standards.
- Coordinated with senior officers to ensure smooth branch operations.
- Managed data entry and documentation in banking software systems.
- Prepared daily, weekly, and monthly transaction reports for management review.
- Handled ATM reconciliation and cash balancing tasks.

Junior IE

Intimate Apparel Ltd

2018-2020

Responsibility:

- Assist in time study and work study to analyze production efficiency.
- Collect, record, and update daily production data from the sewing floor.
- Support in line balancing and manpower allocation to ensure smooth workflow.
- Monitor machine layout and help optimize workstation setup for better productivity.
- Coordinate with production, planning, and quality departments to meet production targets.
- Help identify and reduce bottlenecks in the production process.
- Assist senior IE in preparing capacity studies, efficiency reports, and performance analyses.
- Maintain records of standard minute values (SMV) and garment operation breakdowns.
- Observe and suggest improvements for motion economy and method study.
- Ensure compliance with safety, quality, and efficiency standards on the production floor.

CONTACT



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arifulislam773@gmail.com

Vill: Barahatia(Mohchen Chy para),Po: Senerhat, Ps: Lohagara, Dist: Chattogram.



SKILL

- MICROSOFT OFFICE MANAGEMENT
- Well Internet Browsing



LANGUAGE

- ❖ BANGLA
- ❖ ENGLISH



HOBBIES

- PHOTOGRAPHY
- SPORTS
- TRAVELLING



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Professional Development

- ✓ Foundation Training Course of Banking Certificate in Computer Application.
- ✓ Cash Management (Fire Fighting & Fire Aid Course).
- ✓ Shariah compliance in Banking Operation.
- ✓ Prevention of Money laundering and combating the financing terrorism.



REFERENCES

Akib Kamal

Asst. Manager (Wet-Process)
Pacific Jeans Ltd-02.

Cell: 01736-353704

Mail:

Akib.kamal@pacificjeans.com



DECLARATION OF AUTHENTICATIO

I do here by declare that all information presented here are true to my knowledge, if required & where applicable, this document can be supported by appropriate authentic certificates / papers.



EDUCATIONAL QUALIFICATION

BGC TRUST UNIVERSITY BANGLADESH

MBA (Finance)

CGPA-3.38 out of 4.00 (2014)

BGC TRUST UNIVERSITY BANGLADESH

BBA (Finance)

CGPA-2.75 out of 4.00 (2013)

Satkania Govt. College

HSC (Business Studies)

CGPA-3.20 out of 5.00 (2009)

B.G. Senerhat High School

SSC (Business Studies)

CGPA-4.06 out of 5.00 (2007)



PERSONAL DETAILS

Name : Mohammad Ariful Islam
Home District : Chittagong
Date of Birth : September, 30, 1990
Marital Status : Married
Religion : Islam
Nationality : Bangladeshi (By Birth)
Gender : Male

Permanent Address : Mohammad Ariful Islam
Vill: Barahatia(Mohchen Chy para),
Po: Senerhat, Ps: Lohagara,
Dist: Chattogram.

Signature



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