

Mohammad Burhan Uddin

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Career Objective

To obtain a challenging position where discipline and high-tech environment will ensure fast career development and congenial atmosphere will set up to managerial qualities that is vision, interpersonal relationship, communication skills, approach to take challenges and commitment to achieve results.

Employment History

Meghna Bank Ltd.

1. Branch Manager- Sonargaon Road Branch (01.07.2024 to till date)

Responsibilities:

- ✓ Make sure of the 100 per- cent compliance implementation
- ✓ Achieving targets given by the management
- ✓ Cautious regarding Anti Money laundering being the BAMELCO
- ✓ Maintain a great working environment in the branch

Motivating sub ordinates to make their work

2. Branch Manager-Motijheel Branch (02.01.2022 to 30.06.2024)

Responsibilities:

- ✓ Make sure of the 100 per- cent compliance implementation
- ✓ Achieving targets given by the management
- ✓ Cautious regarding Anti Money laundering being the BAMELCO
- ✓ Maintain a great working environment in the branch

Motivating sub ordinates to make their work

3. Center Manager Gulshan-Priority banking (16.11.2020 to 01.01.2022)

Responsibilities:

- ✓ To plan, strategize and assist to achieve agreed target and maintain customer portfolio under own supervision
- ✓ Ensure superior service quality to the Premium Guests and look after the personally for their any kind of banking needs.
- ✓ Create an environment where the channel will operate effectively and keep up a good relationship between the teams.
- ✓ Handling all customer queries and complaints in a positive way.
- ✓ Keeping up communications with head of retail, head of liability and wealth management, senior relationship managers, relationship manager, and other sub

ordinates to the contribution in business growth for all segments specially valued Premium clients.

- ✓ Motivating sub ordinates to make their work easier & involve them in multi-tasking
- ✓ Dealing with corporate clients and expanding business.

BRAC Bank Ltd.— (03.10.2005 to 15.11.2020)

BRAC Bank is a renowned bank in Bangladesh. I have joined there on 2005 & working as different position.

4. Regional Sales Manager (15.02.2017 -15.11.2020)

Responsibilities:

- ✓ Assist Regional Head to meet yearly target of Retail Business of the assigned Branches which is total of 28 branches.
- ✓ Drive and determination to exceed the set targets.
- ✓ Supervising, managing and motivating the Sales Team to increase the sales and efficiency.
- ✓ Ensure successful completion of lending process including documentation and co-ordination with credit and operation departments on draw down and repayment.
- ✓ Achieving targets given by the management
- ✓ Maintain a great working environment in the branch
- ✓ Motivating sub ordinates to make their work easier & involve them in multi-tasking
- ✓ Dealing with corporate clients and expanding business.

5. Customer Service Manager (01.02.2017 to 14.02.2017)

Responsibilities:

- ✓ Make sure of the 100 per- cent compliance implementation
- ✓ Achieving targets given by the management
- ✓ Maintain a great working environment in the branch
- ✓ Motivating sub ordinates to make their work easier
- ✓ Dealing with corporate clients and expanding business.

6. Acting Branch Manager (10.12.2015 to 31.01.2017)

Responsibilities:

- ✓ Make sure of the 100 per- cent compliance implementation
- ✓ Achieving targets given by the management
- ✓ Cautious regarding Anti Money laundering being the BAMELCO
- ✓ Maintain a great working environment in the branch

Motivating sub ordinates to make their work easier

4. Relationship Manager, (01.04.2015 to 09.12.2015)

Responsibilities:

- ✓ To plan, strategize and assist to achieve agreed target and maintain customer portfolio under own supervision
- ✓ Ensure superior service quality to the Premium Guests and look after the personally for their any kind of banking needs.
- ✓ Create an environment where the channel will operate effectively and keep up a good relationship between the teams.
- ✓ Handling all customer queries and complaints in a positive way.
- ✓ Keeping up communications with head of retail, head of liability and wealth management, senior relationship managers, relationship manager, and other sub ordinates to the contribution in business growth for all segments specially valued Premium clients.

5. Associate Relationship Manager (24.06.2012 to 31.03.2015)

Responsibilities:

- ✓ Develop ideas for asset & Liability including the risk factors to plan and implement of business strategy.
- ✓ Ensure highest standard of service to the valued customers
- ✓ Keep a good rapport with all divisions and departments of the bank
- ✓ Create a good working environment and support colleagues to ensure their standard of performance.
- ✓ Train all the staffs by rotation regarding their responsibilities and evaluate their performance.

6. Branch Sales & Service Officer (December 2008-June 2012)

Responsibilities:

- ✓ Ensure delivery services to the existing and walk in customers.
- ✓ Implement client service strategies to achieve BRAC bank's objectives and vision.
- ✓ Ensure quick resolution of customer queries and issues.
- ✓ To work as a team efficient team member.

7. Business Coordinator (October 2005-Dec 2008)

Responsibilities:

- ✓ Ensure delivery services to the existing and walk in customers.
- ✓ Implement client service strategies to achieve BRAC bank's objectives and vision.
- ✓ Ensure quick resolution of customer queries and issues.
- ✓ To work as a team efficient team member.

Academic History

Post-Graduation

Master of Business Administration

Major: Marketing

State University of Bangladesh

CGPA: 3.00 Out of 4

Date of Completion: 2009

Graduation:

Bachelor of Science (Hon's)

Govt. Titumir College, Dhaka

Passing Year: 2001

Achievement: Pass Class

HSC (Higher Secondary Certificate)

College: Shorif Momtajuddin Ahmed College, Toke, Kapasia, Gazipur

Discipline: Science

Position: 1st Division

Passing Year: 1998

SSC (Secondary Secondary Certificate)

Toke Ranendra High School, Toke Bazar, Kapasia, Gazipur

Discipline: - Science

Position: 1st Division

Passing Year: 1995

Relevant Skills

Achievements:

- Obtained the 1st & 2nd position in Asset, Cards & Deposit campaign in BRAC Bank Ltd on 2008, 2014 & 2019.
- Rated as Outstanding & Very Good performer in yearly Performance Matter (PM) for the year 2009,2010,2011,2012,2013,2014,2015,2016,2017,2018,2019 consecutively.

Training Details:

- AML & Related Training (Legal & Compliance)
- Banking foundation course arrange by BIBM
- Service Quality Training, Service excellence Workshop and Mock branch training.
- Basic course of retail banking of division & Product knowledge.
- Effective business communication, Interpersonal and Leadership skills.

Leadership: Have the leadership skills to influence positively the members in a group effort.

Coordination: Able to coordinate and work effectively in groups.

Stress management: Able to work in a strong and demanding environment.

Personal Interest: Films, Sports like cricket and football, Interested about technology and social media.

Personal Information

Father's Name : Md.Shamsul Islam

Mother's Name : Momena Islam

Nationality : Bangladeshi

Date of Birth : 31 October, 1979

Religion : Islam

Marital Status : Married

Permanent Address : Vill- Chandpur, P.O- Baroihati Bazar, P.S-Pagla, Dist : Mymensingh.

Reference

Name : Md. Saiful
Organization : Elite Advertising
Designation : CEO
Address : Niketon, Gulshan,
Mobile : 01711-595833
Relation : Professional

Name : S.M Emdadul Haque
Organization : Bank Asia PLC.
Designation : Zonal Head
Address : Bank Asia PLC. Kawranbazar, Dhaka
Mobile : 01708-484204
Professional : Professional

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Mohammad Burhan Uddin