



Arabinda Das Anee

CONTACT

✉ arabindada@yahoo.com
☎ 01707-563128
📍 House No: 8/12, Dakkhingao, Sabuj
bagh, Dhaka -1214.

SKILLS

Language: Bangla & English

80%

Computer: a) Operating Systems:
Windows 7/8/10. b) Application
Programs: MS Word, MS Excel, MS
PowerPoint, Gmail & Yahoo, Chrome
& Firefox browser.

100%

Personal Attributes: Good
interpersonal skill, Excellent report
writing and analytical skills,
Optimistic, confident and
hardworking, Passionate to learn.

100%

OBJECTIVE

I am seeking a challenging opportunity in a well-established organization where I can utilize my educational background, creativity, dedication, and work ethic to make a significant impact. I am a highly responsible individual with excellent interpersonal skills and a proven ability to thrive in collaborative environments, even under pressure. I am committed to excellence and passionate about contributing to the success of the organization and the country.

EXPERIENCE

Associate Relationship Manager (Corporate Division) February 02,
IDLC Finance PLC 2025 - Present

- 1) Preparation of credit appraisal reports and also doing all the tasks associated with it including financial statement analysis and initial risk assessment of each of the proposals;
- 2) Assisting in acquisition of potential clients;
- 3) Providing regular customer service as and when required;
- 4) Applying due diligence and ensuring compliance in the work process;
- 5) Jointly working with the team to customize financial product as per the requirement of the client;
- 6) Ensuring smooth recovery of the asset products;
- 7) Participating in activities to grow the customer base for asset and liability products of the company.

**Senior Executive Officer (Credit Risk Management-
Consumer Division)** May 20, 2018 -
IDLC Finance PLC January 30,
2025

Duties & Responsibilities:

- a) Comprehensive visit to a prospective customer to identify customer's creditworthiness;
- b) Assess client's requirement and match the same against repayment capacity with the help of key financial indicators and subjective judgment;
- c) Maintain liaison and correspond with RMs for meeting queries from approver related to credit proposals;
- d) Ensure compliance with internal policies and external regulatory requirements (Bangladesh Bank);
- e) Regularly visit the customers/businesses that fall under portfolio at risk and utilize/ circulate the knowledge gained from the same;
- f) Preparing CEC memo/EC memo/Board memo for approval;

- g) Custodian of Branch Stamp Papers.
- h) Previously served as Senior Officer of the same Department.
- i) My portfolio health at IDLC: So far, I have assessed 1,400 files. Whereas MOD 5+ and MOD 17+ have 0 accounts, MOD 2+ has 34 accounts only (worth BDT 50 million).

Senior Executive (Inventory Management Dept.)	Nov 01, 2015 -
Epyllion Group	May 15, 2018

EDUCATION

MBA (Accounting & IS)	2013
University of Dhaka	
3.77 (out of 4)	
BBA (Accounting & IS)	2012
University of Dhaka	
3.58 (out of 4)	
HSC	2007
Dhaka City College	
5.00 (out of 5.00)	
SSC	2005
Kamalapur High School	
4.94 (out of 5.00)	

ADDITIONAL INFORMATION

Associate Member (ID: 1709) of The Cost & Management Accountants of Bangladesh (ICMAB)

TRAINING

- 1) Participated training program on 'Credit Risk Blueprint: Building Resilience in Lending Practices' held from November 9, 2024 to November 10, 2024 at Hotel Bengal Canary Park organized by IDLC Finance PLC. (Topics are covered: Economic changes, Financial statement analysis, Ratio Analysis, Cash flow analysis, working capital requirement, etc)
- 2) Participated training program on 'Self Leadership & Growth Mindset for Personal & Organizational Success' held from October 6, 2024 to October 8, 2024 at Hotel Lakeshore Heights organized by Sapien - Strategy Consulting & Research. (Topics are covered: Leadership techniques in different situations, email & personal communication & branding techniques, case studies, etc)
- 3) Participated training program on 'Advanced Credit Risk Management' held from May 13, 2023 to May 15, 2023 at Hotel Bengal

Canary Park organized by Disseminare Consulting, Calcutta. (Topics are covered: Credit analysis process for retail customer with case study).

4) Participated training program on 'Credit Risk Management' held from July 27, 2021 to July 31, 2021 at zoom platform organized by FinExcel. Topics covered-Basic of credit risk analysis, Documentation, Financial risk, Credit monitoring & supervision, operational risk, case study).

5) Participated training program on 'The Art & Science of Communication' held on March 15, 2020 organized by Career Coach Learning Solutions.

6) Participated training program on 'Mastering MS Excel for Excellence (Intermediate)' held from Feb 05, 2020 to Feb 06, 2020 organized by Training Bangla.

7) Participated training program on 'Mastering MS Excel for Excellence (Basic)' held from Oct 07, 2018 to Oct 08, 2018 organized by Training Bangla.

8) Participated various CPD trainings (supply chain management, AI based performance, leadership, trade finance, etc) organized by ICMAB.

PERSONAL INFORMATION

Name : ARABINDA DAS ANEE
Father's Name : RADHA KANTA DAS
Mother's Name : JANAKI RANI DAS
Date of Birth : 15/10/1990
Nationality : Bangladeshi (by birth)
Religion : Hindu
Blood Group : A+
Sex : Male
Marital Status : Single
National ID No : 19902696829000587

REFERENCE

Zakaria. H. Shishir Khan - Louis Dreyfus Company

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+880 1716-358645

Md. Shadequr Rahman - IDLC Finance PLC

Asstt. Manager (Consumer Division)
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+8801923-083265

DECLARATION

I hereby declare that the above statements are true to the best of my knowledge and belief.

Yours sincerely,
