

NEAZ MAHMUD HOSSAINY ACMA



Present & Permanent Address: Flat: 3/A, 210/2, Elephant Road, Dhaka.

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PROFESSIONAL SUMMARY & OBJECTIVE

Presently working as Principal Officer with more than 10 years Islamic Banking experience at Al-Arafah Islami Bank PLC, excelling in foreign trade operations. Proven track record in streamlining all kind of import/export processes, achieving operational excellence without compromising compliance. Demonstrated expertise in reporting, team leadership, and all other departments of banking.

Being qualified as a professional accountant and associate member of ICMAB, I presently seek an executive position opportunity in any good bank, preferably in Financial Administrative Division or in International Banking Wing.

SKILLS

Foreign trade operation, data analysis and reporting to different head office and statutory authorities, team leader, analytical thinking, investment and general banking operation, qualified cost & management accountant and associate member (A-1846) of ICMAB, MBA-IBA (Dhaka University).

WORK HISTORY

March, 2014
to Current

Current Designation: Principal Officer

Al-Arafah Islami Bank PLC – New Market Branch, Dhaka Bangladesh

Foreign Trade Operation (9 years+):

- Currently acting as foreign trade in-charge and con-current auditor of branch.
- Import: All types of LC opening, document retirement, regular LC payments settlements, OBU settlements, all kinds of import transactions on bank software, Bangladesh Bank online reporting, weekly and monthly statements to Bangladesh Bank and Head Office, all kind of query reply from different head office and statutory authorities, etc.
- Export: Exp issue, duplicate, triplicate, PRC related software transaction and Bangladesh Bank reporting, all kinds of export-related reporting.

General Banking (1 year):

- All type of account opening/closing and clearing operation.

Investment Operation:

- Actively participating in investment proposals, disbursements, and recovery.

January 2012

Consultant and Team Lead, Panacea Systems Limited

to February 2014

- Monitoring, coordinating and ensuring overall software project deliverables.

January 2007

General Manager, Insight Information Technology Limited

to December 2011

- Book of accounts keeping, and general administration.

EDUCATION

2013	MBA: Dual Major (Finance and Marketing) Institute of Business Administration (Dhaka University) CGPA: 3.58
2006	BBA: Major in Finance Independent University, Bangladesh CGPA: 3.51
2000	HSC: Commerce Dhaka City College First Division
1998	SSC: Humanities B.C.S.I.R. High School First Division

PROFESSIONAL DEGREE

September, 2023	CMA The Institute of Cost and Management Accountants of Bangladesh (ICMAB)
May, 2016	DAIBB Institute of Bankers, Bangladesh (IBB)
November, 2014	JAIBB Institute of Bankers, Bangladesh (IBB)
October, 2015	DIB-Part I Islami Bank Training and Research Academy (IBTRA)
September, 2016	DIB-Part II Islami Bank Training and Research Academy (IBTRA)

LANGUAGES

Bengali: Native language
English: Proficient

COMPUTER LITERACY AND HOBBY

Microsoft office, Php, Mysql, wordpress, big data analysis, web development, and other computer languages.

PERSONAL INFORMATION

Father's Name: Taiyab Mahmud Hossainy

Mother's Name: Ferdousi Parvin

Date of Birth: 14th March, 1983


Religion: Islam

Gender: Male

Nationality: Bangladeshi

Marital Status: Married

Children: Two.



Signature of Neaz Mahmud Hossainy ACMA