

# CURRICULUM VITAE

OF

**RAWSHAN JAHAN**

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## CAREER OBJECTIVE:

Build a career through continuous learning and knowledge development. To become a successful and effective corporate personnel in a well-established multinational corporation through sharing bilateral knowledge, strong leadership and interpersonal communication skills as well as my capability to work independently in a challenging and goal oriented environment.

## JOB EXPERIENCE:

Position : Supervisor  
Organization name : Star Victory Commercial Publication Printing LLC  
Organization Address : Ajman, UAE.  
Duration : From 10<sup>th</sup> JULY 2017 to 24<sup>th</sup> April 2021

METARNITY LEAVE : August 2016 - July 2017

Position : FLA  
Organization name : Lulu International Exchange  
Organization Address : Ajman, UAE.  
Duration : From 23<sup>rd</sup> April 2016 to 11<sup>th</sup> August 2016.

Position : Officer  
Section : (General Banking)  
Organization name : Prime Bank Limited Organization  
Address : Barisal Branch, Barisal, Bangladesh.  
Duration : From 12<sup>th</sup> July 2009 to 27<sup>th</sup> March 2016.

## JOB DESCRIPTION:

ACCOUNT OPENING, ACCOUNT CLOSURE, FUND TRANSFER, FOREIGN REMMITANCE HANDLING AND PAYMENT, TRANSACTION PROFILE REVIEW, FDR MAINTENANCE, INTEREST WITHDRAWAL, CHEQUE CLEARING, CASH RECEIVE, CASH PAYMENT.

## EDUCATION:

Master of Business Administration (MBA)

2011

Institute : Darul Ihsan University,

Subject /Area : Human Resource Management (HRM)

Result : Grade 'A'.

Master of Social Science:

2010

Institute : Government B M College.  
Subject : Sociology  
Result : Second Class.  
University : National University, Dhaka, Bangladesh

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OTHER SKILLS:

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- Proficiency in MS Office, Internet & E-mail.
  - Having a good communication skill in English Language.
  - Highly Career Focused.
  - Ability to work as a Team.
  - Strong in building interpersonal relations.
  - Interested in learning new ideas.
  - Problem-solving skills

PERSONAL INTERESTS, HOBBIES AND ACTIVITIES:

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- Traveling.
  - Willing to take Pressure.
  - Honesty, Punctuality and Commitment.
  - Self-motivated.
  - Strong Public Relations

PERSONAL INFORMATION:

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|----------------------|--|
| Date of Birth        | : 01-03-1985                               |
| Marital Status       | : Married                                  |
| Religion             | : Islam                                    |
| Nationality          | : Bangladeshi                              |
| Passport No          | : BB0512999                                |
| UAE Residence Status | : Residence Visa under Husband Sponsorship |

REFERENCES:

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'References are available on request'.

I hereby disclose that the above information is true and complete to the best of my knowledge and beliefs.