

MOHAMMAD SOHANAR RAHMAN KHAN

Senior Officer & Sub-Branch Manager

Union Bank PLC. (UBPLC)

Kalurghat Sub Branch, Aman Heights (1st Floor)

Mohara, Moulobibazar, Chattogram, Bangladesh.

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SYNOPSIS

Senior Banking Professional with 11+ years of experience in retail and corporate banking, currently serving as a Senior Officer at Union Bank PLC. Skilled in branch operations, credit management, risk assessment, and customer relationship management. Seeking a managerial role in Qatar's banking sector to leverage my expertise in financial services and business development.

OBJECTIVE

To pursue a challenging career in banking arena where I will have the opportunity to utilize my experience and prove my skills for professional career maturity. Prime objective has been to contribute to the economic development of the Company.

Core Qualifications:

*Retail & Corporate Banking	*Financial Analysis & Risk Management
*Credit & Loan Processing	* Sales & Business Development
* Compliance & Regulatory Standards	*Customer Relationship Management

EDUCATION QUALIFICATIONS

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Accounting & Information Systems	University of Chittagong	CGPA:3.45 out of 4	2011	1 YEAR
Bachelor of Business Administration (BBA)	Accounting & Information Systems	University of Chittagong	CGPA:3.43 out of 4	2010	4 years
HSC	BUSINESS STUDIES	PATIYA GOVT. COLLEGE	CGPA:4.6 out of 5	2005	2 YEARS
SSC	BUSINESS STUDIES	Chakrasala Krishi High School	CGPA:3.38 out of 5	2003	-

PROFESSIONAL QUALIFICATION:

Name of Courses	Passing Year	Institution
Banking Diploma Part-I (JAIBB)	2015	The Institute of Bankers, Bangladesh
Banking Diploma Part-2 (AIBB)	2023	The Institute of Bankers, Bangladesh

Achievement

Foundation Training Phase-01	1st Position in Foundation Training Exam-2016
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TRAINING

Training Title	Institute	Duration
Foundation Training Phase-01 and phase-02.	UBPLCTI	15 days each Phase
Investment Risk Management.	UBPLCTI	05 Days
Money Laundering Awareness Training”.	UBPLCTI	01 day.
Project Appraisal”.	UBPLCTI	06 days.
“CIB & C/L Training”.	UBPLCTI	02 days.
SBS 1, 2 & 3 Preparation.	UBPLCTI	01 day
Client Motivation & Client Selection.	UBPLCTI	05 days

COMPUTER SKILLS

Skilled in application program likes MS. Word, MS. Excel, MS PowerPoint, MS Access and other application software, familiar with operating system likes windows (2010,XP) swift operation, Internet, Banking software Ababil. Typing speed is 10000 key depressions per hour.

Languages

- English (Fluent)
- Bangla (Native)
- Hindi (Basic)

INTEREST

Reading books, Networking, Travelling & Social Activities.

BANKING JOB EXPERIENCE (Detailed Position Held)

Employer: Union Bank PLC. Bangladesh. Employ ID No- 0202201400270

Duration: 2 February 2014 to Present.

Status: Joined as Trainee Assistant Cash Officer in Union Bank PLC. Head Office on 02-02-2014

LAST PROMOTION DATE: 01-01-2024 AS SENIOR OFFICER.

Present Gross Salary BDT. 81,031/- (Eighty-One Thousand thirty-one only)

Sl No	Name of Branch	Duration	Position Held	Job Assignment
1	Khulna Branch, Khulna	June - 2014 to May- 2016	Trainee Assistant Cash Officer to Assistant Officer	<ol style="list-style-type: none">01. Management of all types of accounts opening (Including documentation, obtaining approval & maintaining the account opening forms, scanning of Specimen Signature card with utmost care).02. Custodian all Types of Account Opening and Closing Forms, Cheque Book, ATM Card & Pin Series.03. Accounts Services (Issuance of cheque books, ATM Card & Pin and Cheque book delivery and monitoring Strictly Cheque Book Physically & Register, statements delivery etc.)04. Maintaining Account Opening Register in safe custody all accounts and record thereof.05. Issue Periodical balance confirmation certificate and thanks letter to the customer.06. Monitoring and preserving all document for Internet Banking.07. Product marketing & deposit mobilization.

				<p>08. Time to time correspondence (phone, written etc.) with customers regarding undelivered cheque books, ATM cards. Etc</p> <p>09. Time to time take part in product marketing & deposit mobilization</p> <p>10. Reserve & file up all supplementary works regularly..</p>
2	Nanaupur Branch, Ctg	May-2016 to October 2022	Assistant Officer To Officer	<p>01. Assigned as support Senior Officer of investment Desk</p> <p>02. Preparing All types of investment proposals, i.e sanction/renewel/enhancement/single shot L/c reschedule proposal etc.</p> <p>03. Respond HO Queries, Liason with HO & parties and arranging sanction from HO.</p> <p>04. Visiting borrower office, site, projects and mortgaged properties from time to time and submitting report to the management.</p> <p>05. Supervision and follow up and recovery of NPL.</p> <p>06. Management of quard, Murabaha agt MTDR(Maintained file sanction documentation ,disbursement, recovery, adjustment etc.</p>
3	Sarkarhat Branch, Ctg	October 2022 to September 2024	Officer to Senior Officer	<p>01. Preparing All types of investment proposals, i.e. sanction/renewal/enhancement/reschedule proposal and Management of Quard, Murabaha against MTDR/Other, computer related work of investment & etc.</p> <p>02. Visiting borrower office, site, projects and mortgaged properties from time to time and submitting report to the management.</p> <p>03. Repayment of investment, recovery of investment, investment documentation related works.</p> <p>04. Assignment as dedicated officer of SME help desk and Women entrepreneur help desk.</p> <p>05. Recovery, Monitoring & Reporting of investment.</p>
4	Kalurghat Sub-Branch, Ctg	September 2024 to till present	Senior Officer & Sub Branch Manager	<p>1. Lead operations at the Kalurghat sub-branch, ensuring smooth banking transactions and compliance.</p> <p>2. Supervise a team, ensuring productivity and customer satisfaction.</p> <p>3. Analyze credit applications, risk assessments, and loan approvals.</p> <p>3. Increase branch revenue by driving sales of financial products.</p> <p>4. Maintain strong relationships with corporate and retail clients.</p>

Reference: 01

Name : Md Monsur Ahmed
Organization : Union bank plc
Designation : senior assistant vice president and manager
Address : Islampur Branch, Dhaka
ublmonsur@gmail.com
Mobile : 01818630083
Relation : Professional

Reference: 02

Md.Zafarul Haque
Union bank plc
first assistant vice president and manager
Fatickchari, Chattogram
01819389084
Professional



Mohammad Sohanar Rahman Khan