

Nusrat Jahan

BBA in Finance · Management Trainee Officer candidate

✉ nusrat.jahan@example.com · 📞 +880 1811-000002 · 📍 Dhaka, Dhaka, BD

PROFILE

Finance graduate from the University of Dhaka (CGPA 3.62) applying for a Management Trainee Officer role. Completed a 3-month internship in the SME credit division of a private commercial bank, preparing borrower summaries and checking loan documentation. Comfortable with financial statements, Excel modelling and customer-facing work, and led a 40-member business club.

— EXPERIENCE

Feb 2025 – Apr 2025

Intern, SME Credit Division
Riverstone Bank PLC · Dhaka

Head office credit division; internship required for the BBA degree.

- Prepared financial summaries of 35 SME loan applicants from audited statements for the credit committee.
- Checked documentation for 60+ loan files against the bank's checklist, flagging 9 missing items before disbursement.
- Built an Excel tracker for pending documents that the team kept using after the internship.
- Wrote the internship report on SME loan recovery in Dhaka division, graded A.

— ACADEMIC QUALIFICATION

DEGREE	GROUP/ SUBJECT	INSTITUTION	RESULT	YEAR
BBA	Finance	University of Dhaka	CGPA 3.62 / 4.00	2025
Coursework Financial Institutions and Markets · Credit Management · Corporate Finance				
HSC	Business Studies	Holy Cross College, Dhaka	GPA 5.00 / 5.00	2020
SSC	Business Studies	Motijheel Govt. Girls' High School, Dhaka	GPA 5.00 / 5.00	2018

— SKILLS

Banking & finance Financial statement analysis, Credit appraisal basics, Ratio analysis

Software MS Excel (pivot tables, VLOOKUP), MS Word, PowerPoint

Soft skills Customer service, Presentation, Team leadership

— LANGUAGES

Native **Bengali**

Fluent (IELTS 7.0) **English**

— AWARDS

2024-03 **Runner-up, National Finance Case Competition** — Institute of Business Administration student forum
Second of 64 university teams.

— VOLUNTEER

Jun 2023 – Jun 2024 **President** — DU Business Club

- Led a 40-member team to run 2 national case competitions with 120+ participating teams.
- Raised sponsorship of Tk 3.5 lakh from 6 companies.

— REFERENCES

Dr. Kamrul Hasan Associate Professor, Department of Finance, University of Dhaka · kamrul.hasan@example.com · +880 1911-000003

Shahana Parvin Senior Principal Officer, SME Credit, Riverstone Bank PLC · shahana.parvin@example.com · +880 1711-000004

— PERSONAL DETAILS

Father's Name **Abdul Jalil**

Mother's Name **Rokeya Begum**

Date of Birth **2002-08-14**

Nationality **Bangladeshi**

Present Address **Road 7, Dhanmondi, Dhaka**

Permanent Address **Village Char Kalibari, Upazila Sadar, Mymensingh**