

Curriculum Vitae

Jamila Akter

Address: House: Abdul Gafurer Basa, Village: Khastogir Para,
Suchakrodandi, 02 No. Ward, Patiya Municipality,

Phone : 01868024858

E-mail: jamilaakterit@gmail.com



Career Objective

To obtain a responsible position in a reputed organization where I can utilize my academic knowledge, professional experience, and interpersonal skills to contribute effectively toward organizational success and personal career growth.

Professional Experience

Islami Bank Bangladesh PLC (IBBPLC)

Designation: Assistant Officer (Cash)
Date of Joining: 01 February 2022
Present Posting: Gulshan Circle-1 Branch, Dhaka
Total Experience: 2 Years 8+ Months (as of October 2025)

Job Responsibility:

- **Cash handling:**
Process cash payments and receipts efficiently and accurately, ensuring correct denominations.
- **Customer service:**
Provide excellent service at the cash counter and handle customer inquiries to ensure satisfaction.
- **ATM management:**
Load cash into ATMs, perform reconciliation, and address any maintenance issues.
- **Transaction processing:**
Handle transactions such as deposits, withdrawals, and transfers in a timely and accurate manner.
- **Compliance:**
Adhere to bank policies, anti-money laundering (AML) regulations, and identify counterfeit notes or fraudulent activities.
- **Record keeping:**
Maintain accurate records of all transactions and ensure proper reconciliation with the bank's financial systems

Posting History

Duration	Designation	Place of Posting	Assignment
01/02/2022 – 09/10/2024	Assistant Officer (Cash)	Sirajgonj Branch	Cash Operations
14/10/2024 – 03/07/2025	Assistant Officer (Cash)	Mouchak Branch, Dhaka	General Banking Portfolio
07/07/2025 – 08/10/2025	Assistant Officer (Cash)	Gulshan Circle-1 Branch, Dhaka	General Banking Portfolio

Educational Qualification

Examination	Passing Year	Class/Division	Board/University	Main Subject
B.B.S (Pass)	2018	2nd	National University	Business Studies
H.S.C	2014	2nd	Chittagong Board	Business Studies
S.S.C	2012	1st	Chittagong Board	Business Studies

Training Summary

Course Title	Duration	Institution	Country
Prevention of Money Laundering and Combating the	07/04/2022	IBTRA	Bangladesh
Foundation Training Course for Assistant Officer	04/06/2022 – 09/06/2022	IBTRA	Bangladesh
Shariah Compliance in Banking Operations	13/11/2022	IBTRA	Bangladesh

Computer Skills

- Operating System: Windows XP and later versions
- Word Processing: MS Word (English & Bijoy Bayanno)
- Spreadsheet & Database: MS Excel, MS Access
- Internet & Email: MS Outlook, Internet Explorer

Language Proficiency

Language	Reading	Writing	Speaking
Bangla (Mother Tongue)	Excellent	Excellent	Excellent
English	Good	Good	Good

Personal Information

Name: Jamila Akter
Father's Name: Late Syed Md. Abdul Gafur
Mother's Name: Jannatur Nur
Date of Birth: 20 January 1994
Gender: Female
Marital Status: Unmarried
Nationality: Bangladeshi
Religion: Islam
Blood Group: A+ (ve)
National ID No.: 19941526102000039
Height: 5'-5"
Phone: 01868024858
Email: jamilaakterit@gmail.com
Home District: Chattogram
Present Address: House: Abdul Gafurer Basa, Village: Khastogir Para,
Suchakrodandi, 02 No. Ward, Patiya Municipality,

Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the information mentioned herein.

Thanking you with best regards,

Jamila Akter

Date: _____