

# REHENA YEASMIN

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16 Portia St, SCARBOROUGH, ON M1E1T5.

Enthusiastic Banker with fourteen years of overseas banking experience seeking full-time position in a suitable institution in Ontario.

## Banking Experience

Prime Bank Limited, Bangladesh (January 2011 – November 2023)

Senior Officer.

- Open & close Current Deposit A/C, Savings Bank A/C, Short-term deposit A/C & Fixed deposits A/C and their regular maintenance.
- Collecting deposits through motivation of existing and prospective customers.
- Transfer A/Cs to other Branches.
- Carry out instructions of the customers.
- Issuing Cheque Books.
- Maintenance of Stationary Stocks.
- Receive customer complaints and resolve them with proper solution
- Counseling the customers about various types of deposits.
- Fund transferring from one account to another.
- Maintenance of Clearing House

## Skills

- Expert in Microsoft Office
- Strong decision maker
- Complex problem solver
- Innovative
- Service focused.
- Apt in quick service delivery.

## Education

Masters of Arts (Philosophy)-2004, National University, Dhaka, Bangladesh.

Bachelor of Arts-2002, National University, Dhaka, Bangladesh

Higher Secondary School Certificate: Humane Group, 2000, Fenchuganj Degree College, Sylhet.

Secondary School Certificate: Humane Group, 1997, Gila Chara Dimukhi High School, Fenchugonj, Sylhet.