MD. JABER SHAHEDUL AREFIN
22/1, North Circular Road (2nd Floor),
Dhanmondi, Dhaka-1205.
Cell: 01911-213511, e-mail: rifatharefin@gmail.com



Professional Summary

- 9-years' experience in business turnaround, penetrating new markets to ensure sustainable revenue growth and development, coordinated and implemented sales strategies
- Experience in establishing rapport and maintain communication with financial institution, corporate, small & medium enterprise at multiple levels
- Experience in maintaining company compliance with standard legal practices

Expertise

- Team leadership & Relationship building
- Business Development
- Problem Solving & time Management
- Company Law, Income Tax & RJSC return filing

Professional Experience (Total 10 years)

Bengal Group Limited

Deputy Manager-Company Secretariat, 07/02/2018 to till continue

Ensuring the company complies with standard legal practice and maintains standards of corporate governance

- Organizing, preparing agendas and taking minutes of Board Meetings
- Maintaining statutory books i.e. registers of members, directors, share certificates
- Liaising with external regulators, solicitors and auditors
- RJSC Return filling within due time frame

Credit Rating Information & Services Limited (CRISL)

First ever joint venture & premier rating agency in Bangladesh

Assistant Vice President & Head of Business Development, 12/10/2010 to 06/02/2018 (Total 7.3 years)

Responsible for Department yearly target, new market creation, collection & recovery, talent development

Selected Accomplishments

- Achieved yearly target of 100 Million (BDT 10 Crore) and Crossed the bench mark of 5000 ratings covering most of the economic sectors
- Worked as advisor to improve the process and customer's service quality and double sales (5 crore to 10 crore) volume through ensuring overall customer satisfaction by reviewing customer's feedback.
- Build & managed a strong business development team (build 4 persons to 20 persons team) by massive expansion of business and as well as market and launched full-fledged Rajshahi zonal office operation.
- Led CCFA Program & SME Rating project first ever in Bangladesh

Pacific Bangladesh Telecom Limited (Citycell)

Country's 1st Mobile operator Company

Apprentice (Management Trainee), November 16, 2008 to June 30, 2010 (Total 1.7 years)

- Provided customer service through effective & timely resolution of a variety of customer inquiries

Awards

- Received Highest Achiever award for achieved 12 Million (BDT 1.20 Crore) in the year 2013 in CRISL
- Received Employee of the month award several times in CRISL

Academic/Professional Background

Professional Course	Institute of Chartered Secretaries of Bangladesh-ICSB	600 marks completed
Master of Business Administration (MBA) Major in Marketing	American International university-Bangladesh	CGPA : 3.53 (2010)
Bachelor of Business Administration (BBA) Major in Finance & Banking	International Islamic University Chittagong	CGPA: 3.47 (2007)
Higher Secondary Certificate (HSC) Science Group	Dhaka College	GPA: 3.40 (2003)
Secondary School Certificate (SSC) Science Group	Shaheen Academy Feni	GPA: 4.38 (2001)

Training

- Daylong International Workshop- The Selling Solution, Dhaka (2015)
- Financial Module by Using Excel, 3 days Training, Dhaka (2015)
- Dynamic Leadership Training Program, 4 days Training, Cox's Bazar (2006)

Reference

- **Mr. Syed Moniruzzaman, FCS**
  Company Secretary
  Bengal Group Ltd.
  Cell: 01713-477405

- **Md. Mokammel Hoque, FCS**
  Company Secretary
  IIFC Bank
  Cell: 01711-082129