

Applied For: **Virtual Assistant, Sylhet Office (All Types)**

Last Updated : **December 2, 2016**

Al-Mehdi Muhimin Ovi

Address: House No:63, Road No:44, Block-C, Shahjalal Upashahar, Sylhet, Bangladesh
Home Phone: 01721040012
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Mobile : 01723066399
email:muhiminovi@gmail.com, itz_ovi@yahoo.com



Career Objective:

To develop a career with a progressive organization where I can avail the opportunity to learn and contribute to the growth of the organization by utilizing my knowledge, skills and abilities.

Employment History:

Total Year of Experience : 2.1 Year(s)

1. Trainee (December 17, 2015 - Continuing)

Grameenphone

Company Location : Sylhet
Department: Retail & Sales Distribution

Duties/Responsibilities:

develop and maintain a customer database & sales and promotional materials.
Plan and conduct direct marketing activities, make sales calls to new and existing clients.
Maintain sales activity records and prepare sales reports
respond to sales inquiries and concerns by phone, electronically or in person,
Ensure customer service satisfaction and good client relationships, follow up on sales activity.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|------------|---------------------|---------------------------------|--------------------|----------|----------|
| MBA | Marketing | Metropolitan University, Sylhet | CGPA:3.58 out of 4 | 2016 | 1 |
| BBA | Marketing | Metropolitan University, Sylhet | CGPA:3.52 out of 4 | 2014 | 4 years |
| HSC | Science | Scholarshome School & College | CGPA:4 out of 5 | 2010 | 2 years |

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|-----|---------|-------------------|--------------------|------|----------|
| SSC | Science | Derai High School | CGPA:3.81 out of 5 | 2008 | 10 years |
|-----|---------|-------------------|--------------------|------|----------|

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|----------------|----------------------------|------------------|------------|-----------------------|------|----------|
| Internship | General Banking Activities | Rupali Bank Ltd. | Bangladesh | Sylhet,Taltola Branch | 2014 | 3 months |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 17000
 Expected Salary : Tk. 15,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales
 Preferred District : Sylhet
 Preferred Country : Canada
 Preferred Organization Types : Banks, Advertising Agency, Multinational Companies, Public Relation Companies, Market Research Firms, Garments, Airline, Direct Selling/Marketing Service Company, Group of Companies, Call Center, Cement Industry, Interior Design

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | High | High | Medium |

Personal Details :

Father's Name : Late-Md.Abdul Mannan
 Mother's Name : Husne Ara begum
 Date of Birth : September 29, 1992
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill-Dolua, P/O- Dhirai chandpur, Thana-Dhirai, Dist- Sunamgonj
 Current Location : Sylhet

Reference (s):

Name : MD.Abdul Matin
 Organization : Rupali Bank Limited
 Designation : DGM (Sylhet Division)
 Address : Fulshaind
 villa,Vatalia,Lamabazar,Sylhet

Phone (Off.) :
Phone (Res.) : 0821-724854
Mobile : 01715-747574
EMail : rbl_matin@yahoo.com
Relation : Relative