

Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **March 26, 2012**

A. N. M TARIKUL ISLAM

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Career Objective:

Looking for a job where I can making a great contribution with my own experience and local effort that would be able to perform better future. Always looking this young energetic person proves herself Smart and Talented.

Career Summary:

Two year and 9 Month Experience on data entry. Also Dally Voucher posting in Accounts (pofms) Under The TMSS Head Office.

Special Qualification:

6 month computer training

Employment History:

Total Year of Experience : 10.3 Year(s)

1. Designation of BM and Profession in Computer Operator. (August 1, 2009 - Continuing)

TMSS (Thangamara Mohila Shobuj Shongho).

Company Location : 631/5 West Kazipara, Mirpur-10, Dhaka.

Department: HEM (Finance)

Duties/Responsibilities:

Day By Day Data Entry in Excel And Oracle Software, Hardware And Software Troubleshooting, Internet Browsing. networking, printing and scanning.

2. Data Entry Operator (September 1, 2007 - May 31, 2008)

Bangladesh Election Cometions

Company Location : District Election Cometion, bogra.

Department: National ID Card

Duties/Responsibilities:

Data Entry, Hardware And Software Troubleshooting.

3. Computer Operator (August 1, 2006 - July 30, 2007)

Central For Irrigation and Water management (CIWM)

Company Location : Rural development Academy, Bogra.

Department: Report Sector

Duties/Responsibilities:

Data Entry in Excel, Hardware And Software Troubleshooting, Internet Browsing.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
HSC	ARTS	Rural Development Academy School & Collage	CGPA:2.4 out of 5	2006	2 year
SSC	commerce	Chopinagor High School	CGPA:2.63 out of 5	2004	2 year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Basic Corse	MS Office/ Hardwear and Softwer/Internet and Email	National Academy For Computer Training and Recharge.(NACTAR)	Bangladesh	Bogra	2007	6 Month

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 12000
Expected Salary : Tk. 20,000
Preferred Job Category : Data Entry/Operator/BPO
Preferred District : Anywhere in Bangladesh.
Preferred Country : Canada
Preferred Organization Types : Design/Printing/Publishing, NGO, Cosmetics/Toiletries/Personal Care

Specialization:

Fields of Specialization
<ul style="list-style-type: none">Accounting Data EntryData Entry Operator (Both English & Bengali)

Language Proficiency:

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bangali	High	High	High

Personal Details :

Father's Name : Mohammad Ali
Mother's Name : Mst. Rokeya Begum
Date of Birth : November 11, 1987
Gender : Male
Marital Status : Unmarried

Nationality : Bangladeshi
Religion : Islam
Permanent Address : Sahanagor, Kamarpara, Sajahanpur, Bogra
Current Location : Bogra

Reference (s):

Name : Khan Sirajulislam
Organization : TMSS
Designation : Ass. Director
Address : 631/5, West Kazipara, Mirpur-10,
Dhaka
Phone (Off.) : 9348644
Phone (Res.) :
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EMail : financetmss@gmail.com
Relation : Relative