

Applied For: **SEO Expert**

Last Updated : **April 29, 2017**

## Abdul Halim

Address: Prime islami life insurance ltd.Karim`s icon commercial complex(4th floor), 73/74  
CDA avenue,muradpur,Chittagong.  
Home Phone: 01716274771  
Mobile : +8801819504364  
email:abdul.halim.vc@gmail.com, abdul.halim2013@yahoo.com

### Career Objective:

To work any challenging environment where there is an opportunity of self-assessment and self-improvement both in individual and team based work that will ultimately help me for my future development.

### Special Qualification:

Data Entry,Hardware & Networking,Office Management

### Employment History:

**Total Year of Experience : 8.6 Year(s)**

#### 1. Officer ( July 11, 2009 - Continuing)

##### **Prime Islami Life Insurance Limited**

Company Location : Raj-Bhaban(5th floor),29,Dilkusha,Dhaka

Department: Information Technology

##### Duties/Responsibilities:

Proposal Entry,daily collection entry,businesses report creation and sent daily report on head office server. Audit report creation,

### Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Arts (MA)	Islamic History & Culture	National University	Second Class	2010	01 Year	Higher second class
B A (Honor`s)	Islamic History & Culture	National University	Second Class	2009	04 Year	Higher Second class
Alim	Genaral	Dhorkara Quderia Alim Madrasha	CGPA:2.67 out of 5	2004	2 years	Pass
Dakhil	Genaral	Dhorkara Quderia Alim Madrasha.	CGPA:3.83 out of 5	2002	-	-

### Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Hardwork & Networking	Assembling & Troubleshooting.	Desktop Information Technology	Bangladesh	Comilla	2007	06Month
MS Office	Microsoft Word, Excel, Access, PowerPoint, Ms Windows	Data Entry Education	Bangladesh	Chuaddagram, Comilla	2004	03Month

#### **Professional Qualification:**

Certification	Institute	Location	From	To
Professional Hardwork & Networking	Desktop Information Technology	Comilla, Bangladesh	July 1, 2007	December 31, 2007

#### **Career and Application Information:**

Looking For	: Entry Level Job
Available For	: Full Time
Present Salary	: Tk. 16000
Expected Salary	: Tk. 25,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Data Entry/Operator/BPO
Preferred District	: Chittagong, Comilla, Dhaka, Feni
Preferred Country	: Saudi Arabia, United Arab Emirates
Preferred Organization Types	: Banks, Insurance, Telecommunication, IT Enabled Service, Computer Hardware/Network Companies, Garments, Buying House, Pharmaceuticals

#### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Data Entry Operator (Both English &amp; Bengali)</li> </ul>	Data Entry, Hardworking and Office Management

#### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	Medium	High	Medium
Arabic	High	High	Low

#### **Personal Details :**

Father's Name	: late Md. Kala Mia
Mother's Name	: Jurifa Khatun
Date of Birth	: January 1, 1988
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi

Religion : Islam  
Permanent Address : Vill-Moliara, PO-Dhorkara,PS-Chauddagram,Dist-Comilla.  
Current Location : Chittagong

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md.Shahidullah	Md.Salim ullah
Organization	: Bangladesh Railway	Prime Islami Life Insurance Company Limited
Designation	: Cheif Inspector (CI)	Senior Executive Vice Presedent
Address	: Kamolapur Railway Station.Dhaka	Chittagong Coporate Service Center
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01711108099	01713164512
EMail	:	salimullah.pekua@gmail.com
Relation	: Relative	Professional