

Last Updated : **November 25, 2018****ABDUL HALIM**

Address: Prime islami life insurance ltd.Karim`s icon commercial complex(4th floor), 73/74 CDA avenue,muradpur,Chittagong.  
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 Mobile : +8801999565659  
 email:abdul.halim.vc@gmail.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 : 9.5 Year(s)**

**1. Senior 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. 18000  
 Expected Salary : Tk. 25,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Data Entry/Operator/BPO  
 Preferred District : Chattogram, Cumilla, 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
• Data Entry Operator (Both English & Bengali)	Data Entry, Hardworking and Office Management

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Enligh	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 : Chattogram

### **Reference (s):**

	<b>Reference: 01</b>	<b>Reference: 02</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