

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

Last Updated : ***April 18, 2017***

Adil Hasan

Address: 95 jorparpara,kumarpara,sylhet
Home Phone: 710470
Mobile : +8801721680761
email: rasel_hussain21@yahoo.com, ahussain_xlucv90@yahoo.com



Career Objective:

To build Career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

Career Summary:

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Special Qualification:

I completely memorized The holy Quran ...

Microsoft Word: MS Word, MS Excel, MS PowerPoint.Browsing

Hardware: PC

Good typing speed

Proficiency in both Bengali and English

I can drive bike,car any vehicles.i got valid driving license

Employment History:

Total Year of Experience : 2.2 Year(s)

1. **Operation manager (January 1, 2017 - Continuing)**

Al Arafah Islami Bank LTD

Company Location : Shahporan outlet

2. **Seniors officer,Sales (February 1, 2016 - December 31, 2016)**

Gud Hill Realty

Company Location : Sylhet

Department: Marketing

Duties/Responsibilities:

To meet with the clients,

3. Internship (July 6, 2014 - October 22, 2014)

Leading University

Company Location : VIP road taltola,sylhet

Department: Admission section

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration	Marketing	Leading University, Sylhet	CGPA:3.46 out of 4	2015	2014-2015
BBA	Marketing	Leading University, Sylhet	CGPA:3.29 out of 4	2014	4 years
HSC	Humanities	Scholars Home	CGPA:4.2 out of 5	2010	2
SSC	Humanities	Chotodesh High School	CGPA:3 out of 5	2008	-

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 15000
Expected Salary : Tk. 18,000
Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin
Preferred District : Anywhere in Bangladesh.
Preferred Country : Qatar, Sweden, Spain, Switzerland
Preferred Organization Types : Banks, Telecommunication, Tea Garden

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• ACA/ACMA• Accounts• Admin• Administration• Administrative/Executive• Area/ Territory Marketing	I have good English and Bengali skill in writing and speaking and also have a good command and interpersonal communication skill in these languages.

Extra Curricular Activities:

→ Success and results criven → Excelent numeracy and IT skills → Punctual and well presented
→ Confident outlook → Able to work individually or in a team → Open minded and non-judgemental → Adaptable to new situation → High energy levels → Able to work under pressure
→ Problem solving → Microsoft Word: MS Word, MS Excel, MS PowerPoint → Hardware: PC → Good typing speed

Personal Details :

Father's Name : Aftab Uddin
Mother's Name : Afia begum
Date of Birth : January 22, 1990
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 95 jorparpar,kumarpara,sylhet
Current Location : Sylhet

Reference (s):

Name : Tanvir Ahmed Torophdar
Organization : Ministry of Foreign Affairs,
Designation : Assistant Secretary
Address : Government of the People's
Republic of Bangladesh
Phone (Off.) :
Phone (Res.) :
Mobile : +8801711026212
EMail : tanvir.ahmad@mofa.gov.bd
Relation : Academic