

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

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Ahmed Mustafizur Rahman

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Career Objective:

Aim to work creatively in a competitive and challenging working environment with strong responsibility and commitment where job satisfaction and career development will be provided.

Special Qualification:

capable of performing well in team or individual capacities,
Have a friendly and responsible nature,
Capable of maintaining a professional attitude at work.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MSS	Economics	Shahjalal University of Science & Technology	CGPA:3.54 out of 4	2016	1	-
B.S.S.	Economics	Shahjalal University of Science & Technology	CGPA:3.78 out of 4	2015	4	2nd position
HSC	Science	Sylhet M.C. College	CGPA:4.8 out of 5	2009	-	-
SSC	Science	Sylhet Govt. Pilot High School, Sylhet	CGPA:5 out of 5	2007	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Database Management & Programming Theory, Database Management & Programming Lab	Database Management	Department of CSE, Shahjalal Univesity of Scicence & Technology,Sylhet	Bangladesh	Sylhet	2011	6 months

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Research/Consultancy
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : China, Germany, Italy, Malaysia, Australia, Denmark, Finland, France, Iceland, Kuwait
 Preferred Organization Types : Banks, Telecommunication, Manufacturing (FMCG), University, Govt./ Semi Govt./ Autonomous body, NGO, Embassies/Foreign Consulate, Garments, Pharmaceuticals, Tea Garden, Group of Companies, Gas

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : MD. Ebadur Rahman
 Mother's Name : Hawarun Nessa
 Date of Birth : April 5, 1992
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : HoNo:29, Block: B, Syedpur R/A, Islampur, Sylhet Sadar, Sylhet- 3100
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Chowdhury Abdullah Al-Baki	MD. Gias Uddin Khan
Organization	: Shahjalal University of Science & Technology	Shahjalal University of Science & Technology
Designation	: Assistant Professor	Assistant Professor

Address	: Department of Economics, Shahjalal University of Science & Technology, Sylhet.	Department of Economics, Shahjalal University of Science & Technology, Sylhet
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Relation	: Academic	Academic