

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

Last Updated : **October 3, 2016**

Ahsan Habib

Address: House: 212/2, Mirpue-14, Dhaka Cantonment, Dhaka.
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Career Objective:

Want to set an example by performance for the betterment of the organization as well.

Career Summary:

I do respect my duties & responsibilities to make benificial for whom I am paid.

Special Qualification:

Motivate people
Patient minded

Employment History:

Total Year of Experience : 6.6 Year(s)

1. Assistant Manager (December 25, 2014 - Continuing)

PRAN-RFL Group

Company Location : Kazirchar, Norshindi
Department: HR-Personel Pran-RFL Factory

Duties/Responsibilities:

To maintain Human Resource Management, Recruitment, Salary Prepare, Leave Management, Attendance Management on PayRoll

2. Careline Officer (Customer Care Representative) (June 26, 2014 - December 17, 2014)

Banglalink

Company Location : Chittagong
Department: Careline

Duties/Responsibilities:

Online Service,
Making solution for customers,
Frequent talking with customer 08Hrs.

3. Field Excutive (February 15, 2007 - March 18, 2010)

ORG-Quest Research Limited

Company Location : Unique trade Centre(UTC), Level-6(SE), 8 Panthapath, Dhaka-1215
Department: Data collection

Duties/Responsibilities:

Market pricing analysis support,
 Making aware of social & moral value,
 Data Collection from Field level.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|----------------------------------------|---------------------------------|-------------------------------------------------|----------------------------|----------|----------|
| Master of Business Administration(MBA) | Accounting & Information System | Rajshahi University | CGPA:3.1 out of 4 | 2012 | 02 years |
| Bechelor of Honours(BA) | English | Daffodil International University | CGPA:3.25 out of 4 | 2010 | 04 years |
| Higher Secondry Certificate(HSC) | Humanities | Bogra Cantonment Public School & College. Bogra | First Division, Marks :61% | 2002 | 02 years |
| SSC | Humanities | Bogra Cantonment Board High School. Bogra | First Division, Marks :64% | 2000 | - |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|-------------------------|---------------------------------------------------------------------|-------------------------------------------|------------|----------|------|-----------|
| Computer in Application | MS Word, MS Excel, MS Access & MS PowerPoint, Internet Browsing etc | Techno Training Institute, B-block, Bogra | Bangladesh | Bogra | 2011 | 03 months |

Professional Qualification:

| Certification | Institute | Location | From | To |
|----------------------------|-------------------------------|----------|-------------------|----------------|
| field excutive in research | ORG-Quest Research Ltd. Dhaka | Dhaka | February 15, 2007 | March 18, 2010 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 22000
 Expected Salary : Tk. 17,000
 Preferred Job Category : Media/Advertisement/Event Mgt., HR/Org. Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Hungary, Thailand, Australia, Canada, Denmark, France, Hong Kong, Singapore
 Preferred Organization Types : Banks, Event Management, Multinational Companies, Public Relation Companies, Hotel, Airline, Group of Companies, Call Center, Satellite TV

Specialization:

| Fields of Specialization | Description |
|--------------------------|-------------|
|--------------------------|-------------|

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Telecommunication Service • Business Research • Development Research • Social Research • Market/Consumer Research | Data collection Training on various Software to operate call center operation Communication skill Providing proper service accordingly Decision making ability Patient |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Extra Curricular Activities:

Blood donor, Traveling Social worker

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English | High | High | High |
| Bangla | High | Medium | High |

Personal Details :

Father's Name : Mokbul Hossain
Mother's Name : Mrs. Monoara Begum
Date of Birth : December 15, 1985
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Rahimabad Uttorpara, Bogra Cantt, Shajahanpur, District: Bogra – 5801.
Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|----------------------------------|-----------------------------|
| Name | : Kazi M. Monzurl Haque | Md. Suruj Sarkar |
| Organization | : ORG-Quest Research Limited | Bogra Judge Court |
| Designation | : Chairman & Managing Director | Senior Judicial Magistrate |
| Address | : UTC, 6-SE, Karwan Bazar, Dhaka | Bogra |
| Phone (Off.) | : 02-8155215 | |
| Phone (Res.) | : | |
| Mobile | : 01819213848 | 01716585222 |
| EMail | : orgquest@gmail.com | |
| Relation | : Relative | Family Friend |