

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

Last Updated : **November 14, 2016**

Alamgir Kabir

Address: Vill: Foringura, P.O: Saheb Bazar, P.S: Airport, Dist: Sylhet.
Home Phone: 01715395472
Mobile : 01717130032
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Career Objective:

To work with a well-reputed organization, where there is strongly dynamic environment of evaluating, sharing and rewarding innovative ideas supported by a profound career path for the personnel who strive to win all the challenges with prudence.

Employment History:

Total Year of Experience : 10.4 Year(s)

1. **Assistant Relationship Officer (October 1, 2015 - Continuing)**

Dutch Bangla Bank Ltd.

Company Location : Zindabazar, Sylhet
Department: General Banking

Duties/Responsibilities:

To open a Bank Account, Deposit, FDR & Others Customer service.

2. **Administrator & Co-ordinator (January 1, 2014 - Continuing)**

Iqra Kinder Garten & Pre-Cadet Academy

Company Location : Airport, Saheb Bazar, Sylhet.
Department: All Sector

Duties/Responsibilities:

To co-ordinate & maintain all administrative work of the School.

3. **Marketing Executive (January 1, 2010 - December 30, 2013)**

Solim Builders Ltd.

Company Location : Shibgonj, Fair Tower, Sylhet.
Department: Marketing Section

Duties/Responsibilities:

As a officer of Marketing Executive to maintenance the position of marketing field.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration	Marketing	Leading University, Sylhet	CGPA:3.54 out of 4	2014	1

Bachelor of Business Administration	Marketing	Leading University, Sylhet	CGPA:3.48 out of 4	2012	4
HSC	Humanities	Sylhet Govt. College.	CGPA:4.3 out of 5	2008	2
SSC	Humanities	Saheber Bazar High School.	CGPA:4.44 out of 5	2006	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
General Banking	Internship	Pubali Bank Limited	Bangladesh	Shahjalal Uposohor Branch, Sylhet.	2012	3 Month
Basic Course of Computer	Operating Systems- Windows 2007, 2008, XP, Vista. Office Applications- MS Word, MS Excel, Power Point, Web Browsing.	National Youth Development Training Centre', Sylhet.	Bangladesh	Chowhatta, Sylhet.	2012	3 Month

Career and Application Information:

Looking For	: Top Level Job
Available For	: Full Time
Expected Salary	: Tk. 16,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Marketing/Sales
Preferred District	: Gopalganj, Habiganj, MoulaviBazar, Sherpur, Sunamganj, Sylhet
Preferred Country	: United Kingdom, United States
Preferred Organization Types	: Banks, Advertising Agency, Govt./ Semi Govt./ Autonomous body, Market Research Firms, Consulting Firms, CNG, Immigration & Education Consultancy Service, Manpower Recruitment, Direct Selling/Marketing Service Company, Call Center, Immigration/Visa Processing, Call Center

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High

Personal Details :

Father's Name	: Abul Kalam Shamsuddim
Mother's Name	: Jahanara Begum
Date of Birth	: August 23, 1989
Gender	: Male
Marital Status	: Unmarried
Nationality	: Bangladeshi

Religion : Islam
Permanent Address : Vill: Foringura, P.O: Saheb Bazar, P.S: Airport, Dist: Sylhet.
Current Location : Sylhet

Reference (s):

Reference: 01

Name : Asfak Ahmed
Organization : Upazilla Chairman
Designation : Chairman
Address : Upazilla Sadar, Sylhet.
Phone (Off.) :
Phone (Res.) :
Mobile : 01711351384
EMail :
Relation : Family Friend

Reference: 02

Belal Ahmed
Dutch Bangla Bank Ltd.
Senior Executive Officer
Sylhet Branch

01717266755

Relative