

Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **November 19, 2016**

ARMANUL HASAN RUPOK

Address: Shuveccha-184, Mia Fazil Chist, Shubid Bazar, Sylhet, Bangladesh
Home Phone: 8801729181510
Office Phone :No
Mobile : 8801729181510
email:rupok43@yahoo.com, rupokarman@gmail.com



Career Objective:

Seeking a challenging carrier to work in a stimulating environment where I can apply & enhance my knowledge and skill to serve the firm to the best of my efforts.

Special Qualification:

Have No Qualification

Employment History:

Total Year of Experience : 2.8 Year(s)

1. Production Supervisor (April 1, 2015 - Continuing)

Banoful & Co

Company Location : Bisc Industrial Area Khadimnagar, Sylhet

Department: Confectionery plant

Duties/Responsibilities:

- *Responsible for fulfill Production target as per Production Planning
- *Responsible for Production Process, Planning & Forecasting
- *To monitor and check every steps of production Operation, product quality and maintain all documentations.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	Leading University, Sylhet	CGPA:2.72 out of 4	2014	2 Years
BBA	Management	Leading University, sylhet	CGPA:2.71 out of 4	2011	4 Years
HSC	Commerce	Jalal Pur College. Sylhet	CGPA:2.6 out of 5	2007	2 Years
SSC	Humanities	Jalal Pur High School. Sylhet	CGPA:2.19 out of 5	2005	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
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Training on IT Freelancing	Training on IT Freelancing With support from the Skills Development Project (SDP) of the People's Republic of Bangladesh. The training provide knowledge about Search Engine optimization (SEO), Web Development and Graphic Design.	Technical Training Center (TTC)	Bangladesh	Alampur, Sylhet	2015	15 Days
Internship	General Banking	Jamuna Bank Limited.	Bangladesh	Sylhet Branch	2011	3 Months

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 10,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, HR/Org. Development
 Preferred District : Dhaka, Sylhet
 Preferred Country : United Kingdom
 Preferred Organization Types : Banks, Garments, Buying House, Hotel, Airline

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Remittance • Foreign Exchange • Deposit • Personal Banking • Trade Finance

Language Proficiency:

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bangali	High	High	High

Personal Details :

Father's Name : Moinul Islam
 Mother's Name : Rina Begum
 Date of Birth : September 10, 1987
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam

Permanent Address : Vill: Sheak Para, P.O: Jalal Pur, P.S: South Surma, Dist: Sylhet, Bangladesh
Current Location : Sylhet