

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

Last Updated : **November 2, 2016**

## Bipasha Kundu

Address: Volanando giri Ashrom 12 KM das Lane Tikatuli, Dhaka-1203  
Home Phone: 01767958481  
Mobile : 01683089931  
email:bipashakundu689@gmail.com



### **Career Objective:**

I'd like to introduce myself as a confident & enthusiastic young lady who has high passion and want to be involved in such type of job where my inherent qualities are highly favored. I want to achieve an exceptional career through long efforts.

### **Special Qualification:**

Cisco Certified Network

### **Employment History:**

**Total Year of Experience : 2.0 Year(s)**

#### **1. Pre-Sales Executive ( January 2, 2016 - Continuing)**

##### **Express system Limited**

Company Location : Shamoly

Department: Power and Energy

##### **Duties/Responsibilities:**

- \*To attend meetings with potential Clients to determine technical and business requirements and ensuring that all necessary information is collated prior to producing a solution
- \* Provide technical solutions in a professional manner and to agreed time frames
- \*Create and confidently deliver technical presentations internally and externally
- \*Visit potential clients (corporate) in pursue for new business
- \*Builds productive relationships internally and externally, fostering teamwork by keeping colleagues updated on activities
- \* Provide accurate and timely management information including funnel report
- \*Develop product centric selling strategies
- \* Maintain and develop relationships direct with existing clients via meetings, telephone calls
- \*Build a strong relationship and keep in touch with customers

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bsc	Electronics and Telecommunication Engineering	Khulna University of Engineering	CGPA:3.64 out of 4	2015	4	Achieved 7th position in class

		and Technology				
Higher Secondary Certificates	science	Bheramara college	CGPA:5 out of 5	2008	2	Achieved board scholarship for excellent result
Secondary School Certificates	science	Bheramara Pilot girls` high school	CGPA:5 out of 5	2010	2	Achieved board scholarship for excellent result

### **Professional Qualification:**

<b>Certification</b>	<b>Institute</b>	<b>Location</b>	<b>From</b>	<b>To</b>
Cisco Certified Network Associate	Cisco Networking Academy at KUET	Khulna	May 1, 2013	May 1, 2014

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 28,000  
 Preferred Job Category : IT/Telecommunication  
 Preferred District : Dhaka  
 Preferred Organization Types : Telecommunication, Multinational Companies

### **Language Proficiency:**

<b>Language</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
Bangla	High	High	High
english	High	High	High
hindi	Low	Low	High

### **Personal Details :**

Father's Name : Nando Dulal kundu  
 Mother's Name : Manjulika kundu  
 Date of Birth : August 2, 1993  
 Gender : Female  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Hindu  
 Permanent Address : Bheramara Dis:Kushtia  
 Current Location : Dhaka

### **Reference (s):**

Name : Dr. Monir Hossen  
 Organization : khulna university of engineering &  
 technology

Designation : Assistant professor  
Address : Department Of ECE,KUET  
Phone (Off.) :  
Phone (Res.) :  
Mobile : +880-1714087380  
EMail : mhossen@ece.kuet.ac.bd  
Relation : Academic