




TOWFIQUE ELAHI

VIRTUAL ASSISTANT

Staff-India



 Road :03
House :32
Sylhet-3100

 04.11.1995 
+8801717000456
Towfique047@gmail.com

PROFILE

To make positive contribution as part of a dynamic and well reputed organization in a position where my management, decision making ,analytical and communication skills will be appreciated and enhanced.

EXPERIENCE

11.2017

Staff-India

Virtual Assistant

- Tracking daily invoices in the excel sheet.
- Making of pictorial presentation in Google sheet.
- Making of monthly profit & Loss account for the company.
- Working on Quickbooks.

EDUCATION

2014 - 2017

Bachelor of Business Administration.(BBA)

Metropolitan University, Sylhet

Result:3.98(4.00)

Fiance & Banking

2011 - 2013

Higher Secondary School Certificate, (H.S.C)

Madan Mohan College, Sylhet

Board: Sylhet

Result: 5.00(Scale: 5.00)

Business Studies

2009 - 2011

Secondary School Certificate, (S.S.C)

Jalalabad High School, Kulaura, Moulvibazar

Board: Sylhet

Result: 5.00(Scale-5.00)

Business Studies

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills,Quick learner, Troubleshooter,Ability to analyze

HOBBY

Technology, Tennis, Reading Books, Social Media etc.

PERSONAL INFORMATION

Full Name : Towfique Elahi.
Fathers Name : Md.kamar Uddin.
Mothers Name : Shamima Akther.
Present Address : Badam Bagica, Sylhet
Permanent Address : Vill: West Gurabui, p/o: kajaldhara 3234, p/s : kulaura,
District : Moulvibazar, Sylhet
Gender : Male.
Date of Birth : November 04, 1995.
Marital Status : Unmarried
Age : 23
Nationality : Bangladeshi
Religion : Islam
Interests : Reading Books of Islamic Scholars, Watching lectures on YouTube,
Traveling, Social networking etc.

PERSONALITY

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized
- ✓ Friendly

SOFTWARE SKILLS

Microsoft Word ●●●●●●

Ms excel ●●●●●●

Quick Books ●●●●●●

CERTIFICATION

Certificate in Basic Computer Application.
Duration:3 Months
Institution: National Youth Development Training Center, Chowhatta,Sylhet

LANGUAGES

English ●●●●●●

Bangla ●●●●●●

REFERENCES

Prof.Dr. Taher Billal khalifa.
Dean,School of Business and Economics.
Metropolitan University,Sylhet.
Mobile:(+88)01711-969525

Muhammad Fazlur Rabb Tanvir.
Register,
Metropolitan University,Sylhet
Mobile:(+88)01712-856442

DECLARATION OF AUTHENTICITY

I do hereby declare that all the information mentioned above are true to my words and I am ready to submit any documents if required.

Towfique Elahi.