

Chowdhury Tahsin Bin Islam

Address- **2/KHA Mouchak, Shadipur, Shibganj, Sylhet**

Mobile No- **8801719118882**

Email- **tahsin.arsenal8@gmail.com**

Date- 12 January 2019

**The Director,
Staff India,
Sylhet**

Dear Sir,

As a highly motivated and dedicated personnel with strong communication and interpersonal skills, I would like to apply for the position of **Virtual Assistantkhandakarmuktadirsyl1@gmail.com pass-B@ngladesh18 Job.**

I also have been extensively in various university events, debate competition, sports carnivals, Social welfare works has allowed me to work closely with my peers while supporting both institutional and social community as a whole. These experiences have allowed me to develop strong time management and organisational skills, which I see as being very important when seeking to work in this position.

I enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role. I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe that I have a lot to offer your organisation. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Sincerely,

Chowdhury Tahsin Bin Islam

CURRICULUM VITAE OF

Chowdhury Tahsin Bin Islam



Address:

2/KHA MOUCHAK, SHIBGONJ, SHADIPUR,
SYHET MAIN POST OFFICE, SYLHET SADAR,
SYLHET.

Contact:

Email: tahsin.arsenal8@gmail.com

Mobile Number: +8801719118882

Objective

To obtain a challenging position in any area of Business that will provide future opportunities for growth and development and to use my skills and experience that I have acquired in my education life and to dedicate my whole effort to achieve the organizational goal.

Educational Qualification

➤ **BBA (ACCOUNTING) ON COURSE:**

Session: 2014-15

Institute: Madan Mohan College

University: National University

➤ **Higher Secondary School Certificate:**

Group: Business Studies

Passing Year: 2014

Grade: A+

GPA Obatined: (5.00 out of 5.00)

College:Jalalabad Cantonment Public School and College.

➤ **Secondary School Certificate:**

Group: Business Studies

Passing Year: 2012

Grade: A

GPA obtained: (4.75 out of 5)

School: Jalalabad Cantonment Public School and College.

➤ **Computer Knowledge:**

Basic Knowledge of Computer.

MS Word/MS Excel/Power point

Internet/Browsing/Email etc.

Freelance Creative Content Writer/Digital Marketing/SEO

➤ **Technical Qualifications:**

Skill for Employment Investment Program (SEIP)

Course Name: Professional Freelancing (Digital Marketing, SEO, HTML, CSS)

Passed: 1 November 2017

Institute: TMSS, Shahparan, Sylhet.

Language Proficiency

- Bengali (Mother Tongue)
- English (Fluent in Reading, Writing and Speaking)
- IELTS UKVI (6.5)
BRITISH COUNCIL.

Self Assessment

- Strong desires for leading an honest life with dignity.
- Aspiration to build a career showing superior performance.
- Energetic, Sincere, Hard Working, Honest and Dutiful.
- Ability to work at any place at any time.

Job Experiences:

1. Chowdhury's Tutorial

Speaker's Club Instructor

From 1/1/2017 to 1/8/2017

2. Renowned Global solutions

SEO Expert

From 1/06/2018 to present

Personal Profile

Full Name: Chowdhury Tahsin Bin Islam

Father's Name: Badrul Islam Chowdhury

Mother's Name: Nilufa Akther Chowdhury

Address: 2/KHA Mouchak, Shibgonj, Shadipur, Sylhet Main Post Office,
Sylhet Sadar, Sylhet

Date of Birth: 8 February 1995

Contact Number: +8801719-118882

Nationality: Bangladeshi

Religion: Islam

Marital Status: Unmarried

Blood Group: O+

Declaration

I would be appreciated if you give an opportunity to work at your institution and to execute myself with your support. All the information provided here are correct and complete.

Yours Sincerely,

Chowdhury Tahsin Bin Islam