

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

Last Updated : **December 24, 2017**



Darwin Khoksi

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Career Objective:

Looking for an opportunity where I will be able to utilize my strong professional skills, educational qualification, and ability to work well with people, which will allow me to grow personally and professionally.

Career Summary:

A person with a sophisticated personality, a sky kissing ambition, utmost sincerity, and integrity.

Employment History:

Total Year of Experience : 2.7 Year(s)

1. Customer Care Assistant (Contractual) (December 18, 2016 - Continuing)

iPay System Limited

Company Location : Silver Tower, Gulshan Avenue

Department: Customer Care

Duties/Responsibilities:

Handling customer queries, complaints and providing proper resolution through calls and emails. As this is a startup company, I have to work as per assigned by my supervisor. I am continuously assisting my supervisor to prepare standard operating process (SOP), monthly report, CRM readiness and others.

2. Executive (September 9, 2015 - December 15, 2016)

Genex Infosys Limited

Company Location : Mascot Plaza, Uttara House Building, Dhaka

Department: Web Team

Duties/Responsibilities:

I had to provide customer service through emails, SMS and online support on Robi products and services. When received critical issues, escalated to the respective concerned department and get back to customers with resolution.

3. Data Entry Operator (August 1, 2012 - December 20, 2012)

Intelligent Image Management Ltd.

Company Location : House#200, Lane#02, DOHS Baridhara, Dhaka-1206.

Department: Sensus

Duties/Responsibilities:

Data Entry & Verification.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Arts (MA)	English	Dhaka International University	CGPA:3.12 out of 4	2017	1 Year	Post Graduation
B.A. (Hons).	English	Dhaka International University	CGPA:3.36 out of 4	2014	4 years	Graduation
HSC	Humanities	Notre Dame College	CGPA:3.6 out of 5	2010	2 years	-
SSC	Humanities	Dhanua Kamal Pur Co-Operative High School	CGPA:3.38 out of 5	2008	2 years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Medical Promotion Officer	MPO	Opso Saline Ltd.	Bangladesh	Segun Bagicha, Dhaka	2014	17 Days

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 20000
Expected Salary	: Tk. 16,000
Preferred Job Category	: Garments/Textile, NGO/Development
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Germany, India, Italy, United Kingdom, United States, Australia, Canada, Swaziland
Preferred Organization Types	: NGO, Multinational Companies, Newspaper/Magazine, Garments, Textile, Buying House, Audit Firms /Tax Consultant, Food (Packaged)/Beverage, Group of Companies, Research Organization, Mobile Accessories, Online Newspaper/ News Portal

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Data Entry Operator (English)• Telecommunication Service• Email Communications• Quality Assurance• Problem Management	I have sound knowledge and experience in Microsoft Office Application, specifically proficient in both MS Word and Excel.

Extra Curricular Activities:

> Was an active member of Garo Students Union (GASU) > Was a member of English Language Club at Dhaka International University

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details :

Father's Name : HOSHEO MRONG
 Mother's Name : LOJITA KHOKSI
 Date of Birth : May 25, 1991
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : CHRISTIANITY
 Permanent Address : VILL: SONGNATH PARA, P.O: SATANI PARA, P.S: BAKSHIGONJ, DIST: JAMALPUR
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: MILI RAHMAN	Wadud Ali
Organization	: DHAKA INTERNATIONAL UNIVERSITY	BPDB
Designation	: ASSISTANT PROFESSOR	Assistant Engineer
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Relation	: Academic	Family Friend