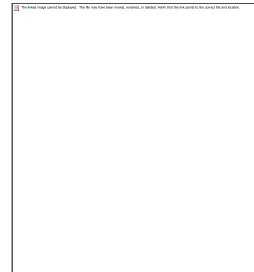


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 3, 2016**

FAHAD BIN ABDUL QUDDUS

Address: House no-42, Valley City, Shahi Eidgah, Sylhet
Home Phone: 0821-727177
Mobile : 01717929959, 01670595338
email: fahad_quddus2002@yahoo.com, f.b.a.q@hotmail.com



Career Objective:

To be a capable & triumphant Accounting/Marketing Professional in any business organization and want to achieve ethical opportunities in business criteria along with effective conduction.

Employment History:

Total Year of Experience : 7.2 Year(s)

1. Senior Officer (April 21, 2014 - Continuing)

Union Bank Ltd

Company Location : Zindabazar Branch, Sylhet
Department: General Banking

Duties/Responsibilities:

GB In-charge, also acting unofficially as Manager Operation.

2. Relationship Officer (April 1, 2012 - March 31, 2014)

The City Bank Ltd

Company Location : Biswanath Branch, Sylhet
Department: Branch Banking

Duties/Responsibilities:

#A/C Opening.

#Loan & Credit Card Processing #Responding customer queries.

3. Customer Service Officer (October 25, 2011 - March 31, 2012)

Augure Wireless Broadband Ltd (QUBEE)

Company Location : Uposhohor DOCO, Sylhet
Department: Customer Service

Duties/Responsibilities:

Giving Customer service & solving customer queries.

4. Associate Premium Banker (April 1, 2010 - March 31, 2011)

BRAC Bank Ltd

Company Location : Uposhohor Branch, Sylhet
Department: Premium Banking

Duties/Responsibilities:

Selling deposit products & loan facilities via niche marketing(customers who can maintain huge amount around 20 lacs on there a/c and can take big amount of loan like around 10 to 20 lacs) and giving them premium services according to premium banking rules.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Marketing	Metropolitan University, Sylhet	CGPA:2.8 out of 4	2013
BBA	Accounting	East West University	CGPA:3.13 out of 4	2009
HSC	Business Studies	Scholarshome,Sylhet	CGPA:4.3 out of 5	2005
SSC	Business Studies	Blue Bird High School,Sylhet	CGPA:4.19 out of 5	2003

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Anti Money Laundering		Union Bank Training Institute	Bangladesh		2014	1 day

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 74000
 Expected Salary : Tk. 18,000
 Preferred Job Category : Accounting/Finance, Marketing/Sales
 Preferred District : MoulaviBazar, Sylhet
 Preferred Organization Types : Banks, Telecommunication, Multinational Companies

Personal Details :

Father's Name : Mohd Abdul Quddus
 Mother's Name : Fareha Quddus
 Date of Birth : January 1, 1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : House no-42,Valley City,Shahi Eidgah,Sylhet
 Current Location : Sylhet