

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

Last Updated : **January 13, 2013**

FAHIM ABDULLAH

Address: Abdullah House, House-1, Road-33, Block-D, Shahjalal Uposhahar Sylhet
Home Phone: 0821-712692
Mobile : 01911-526727
email:f_abdullah2001@yahoo.com, alisfahim07@hotmail.com

Career Objective:

Make people expert in all things.

Career Summary:

Permanent Career

Special Qualification:

M.B.A with major in Human Resources Management

Employment History:

Total Year of Experience : 8.6 Year(s)

1. Manager (September 1, 2012 - Continuing)

Lions Children Hospital, Sylhet Ltd.

Company Location : Sylhet

Department: Administration

Duties/Responsibilities:

Full In charge of the Hospital

2. Public Relation Executive (July 13, 2009 - August 30, 2012)

Ibn Sina Hospital Sylhet Ltd.

Company Location : Sylhet

Department: Customer Care

Duties/Responsibilities:

Managing people

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration	Human Resource Management	Metropolitan University, Sylhet.	CGPA:3.55 out of 4	2010	18 months
Bachelor of Arts	Arts	Modon Mohan College	Second Class, Marks	2003	01-02

			:45%		
Higher Diploma in System Engineering	Database	Aptech Computer Education	First Division, Marks :70%	2004	01-02
HSC	Humanities	Modon Mohan College	Second Division, Marks :50%	2000	99-00
SSC	Humanities	Monir Ahmed Academy	Second Division, Marks :54%	1998	97-98

Professional Qualification:

Certification	Institute	Location	From	To
Masters of Business Administration	Metropolitan University, Sylhet	Sylhet	January 1, 2009	August 30, 2010

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Customer Support/Call Centre, HR/Org. Development
 Preferred District : Sylhet
 Preferred Country : Australia
 Preferred Organization Types : Consulting Firms, Hospital, Hotel, Airline, Travel Agent

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Logistic Service 	Computer, Managing people as well as in English & Bengali Speaking.

Extra Curricular Activities:

Gardening, making new friends, watching T.v reading books & chatting in internet

Language Proficiency:

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bengali	Medium	Medium	Medium
Hindi	Low	Low	Medium

Personal Details :

Father's Name : Late Abdullah Abdul Karim
 Mother's Name : Nurjahan Begum

Date of Birth : November 18, 1980
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Abdullah House, House-1, Road-33, Block-D, Shahjalal Uposhahar Sylhet
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Fokrul Islam	Shafique Ahmed Bakth
Organization	: Islami Bank Bangladesh Ltd.	Jalalabad Notary Club, Sylhet
Designation	: Assistant Officer	President
Address	: Kanaighat Branch, Sylhet.	03, Block-B, Kazitula, Sylhet
Phone (Off.)	:	
Phone (Res.)	:	0821-711071
Mobile	: 01718-030817	01711-975117
EMail	:	sabakth@hotmail.com
Relation	: Professional	Relative