

## FOKRUL HASAN CHISTY

Address: Protasha(Block:C)(Chisty Monzil) Muhammadpur,Majortilla,Sylhet.  
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### **Career Objective:**

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of Engineering.

### **Special Qualification:**

Good communication skills.  
Work well under pressure as part of a team.  
Well-groomed appearance.  
Polite, respectful, and courteous manners.  
Responsible, efficient and flexible.  
Ability to work in a fast-paced, intense environment smoothly.

### **Employment History:**

**Total Year of Experience :** 1.2 Year(s)

#### **1. junior Virtual Assistant ( March 1, 2018 - April 30, 2019)**

##### **Engineering It**

Company Location : sylhet

Department: It+ marketing Sector

##### **Duties/Responsibilities:**

Customer Relationship Management (CRM)

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Science (BSc)	Computer Science & Engineering	Metropolitan University, Sylhet	CGPA:3 out of 4	2018	4
HSC	science	BLUE BIRD HIGH SCHOOL AND COLLEGE, Sylhet	CGPA:4.2 out of 5	2013	2
SSC	science	Osmani Medical High School, sylhet	CGPA:4.69 out of 5	2011	5

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
web programming	web development	Engineering It	Bangladesh	Sylhet	2016	1 Year

## **Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 20000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Engineer/Architect, Customer Support/Call Centre, Data Entry/Computer Operator
Preferred District	: Dhaka, Habiganj, Moulvibazar, Sunamganj, Sylhet
Preferred Organization Types	: Banks, College, Software Company, Govt./ Semi Govt./ Autonomous body, Logistic/Courier/Air Express Companies, Airline, Travel Agent, Immigration & Education Consultancy Service, Diagnostic Centre

## **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>• HTML &amp; CSS</li><li>• JavaScript</li><li>• MS Word/ Excel/ PowerPoint/ OneNote</li><li>• Customer Relation</li></ul>	Proficiency in operating personal computers and software packages like Microsoft office(MS Word, MS Power Point, MS Excel), Adobe Photoshop,etc. Fluent capacity to browsing Internet.

## **Extra Curricular Activities:**

- 1.Participated in workshop on a "Career Plan 2015" held on Sylhet Metropolitan University campus.
- 2.Participated in "Small Business Fair 2017" held on Sylhet International University campus.
- 3.Participated in workshop "LANTERN HR SOLUTION" on Team Building & Conflict Management 2016 Hosted by United Nations Youth and Students Association of Bangladesh (UNYSAB) SUST Wing held on Shahjalal University of Science and Technology.
- 4.Participated in " Techfest Fair 2017" held on Sylhet Metropolitan University campus.

## **Language Proficiency:**

Language	Reading	Writing	Speaking
Excellent in Bengali as well as in English.	Medium	Medium	Medium

## **Personal Details :**

Father's Name	: Hussain Ahmed Chisty.
Mother's Name	: Bilkish Begum.
Date of Birth	: December 30, 1994
Gender	: Male.
Marital Status	: Single.
Nationality	: Bangladeshi.
National Id No.	: 5504163089.
Religion	: Islam.
Permanent Address	: Protasha(Block:C)(Chisty Monzil) Muhammadpur,Majortilla,Sylhet.
Current Location	: Sylhet.