

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

Last Updated : **July 18, 2017**

## H. M Saiful Hassan

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### **Career Objective:**

To seek a challenging profession in a competitive environment where my knowledge and ability can be enriched to yield the optimum benefit to the organization as well as myself.

### **Career Summary:**

Banking,Accounting & Audit Perpas

### **Special Qualification:**

Strategic Planning, Advisor, Trainer

### **Employment History:**

**Total Year of Experience : 4.6 Year(s)**

#### **1. Corporate Executive (Sylhet Division) ( October 4, 2015 - Continuing)**

##### **Bdjobs.com Ltd.**

Company Location : BDBL Building, Level-8 (west side),Kawran Bazar,Dhaka-1215, Bangladesh  
Department: Sales Department

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

- 01) Maintain All Section Easily.
- 02) Provide Good Service Divisional All Company.
- 03) Promoting Company Brand.
- 04) Selecting those clients whom are eligible for the corporate environment.
- 05) Find out the most potential companies within the surroundings.
- 06) Maintaining a good relationship with upper authorities of the company .
- 07) Conducting Survey for the growth of the company & seeking new opportunity & companies all over the division.
- 08) Controlling many foreign company.
- 09) Motivated many company when you newly started.
- 10) New Creation Business Plan In Our Company.
- 11)Find out a new method after scanning the market.
- 12) Leading Role Faced Divisional Market.
- 13) Better Service Introducing Market Competitor.
- 14) Easily Solved Client Problem.
- 15) Look After (Accounts Section, Payment Method, Content Development, Service, and Sales).

## 2. Advisor ( April 10, 2013 - July 29, 2015)

### **Marlin Builders (Pvt.) LTD.**

Company Location : Sylhet

Department: Advertisement Section, CRO

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

- 1) Branding All the Way Chosen.
- 2) Media Section Controlling Like a ( Ntv, Jamuna tv, Local Channel, Paper etc.)
- 3) Event Management look After.
- 4) Dealing Advertisement All way.
- 5) Client Dealing (Dhaka, Sylhet ).
- 6) Keep the Hide Company Banking Information.
- 7) Good Relationship Corporate Sector like (Banking, all over potential Client).
- 8) Provide their good relationship Real State Agency.
- 9) Telemarketing All over Client.
- 10) Handling Company Employer Like (Project Manager, Office Assistant,etc.)
- 11) Magnified Company Service.
- 12) Law Service.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas. Year	Duration	Achievement
Masters of Business Administration	Marketing	Sylhet International University, Sylhet		2015	18 Month	due to project
Bachelor Business Administration	Marketing	Leading University, Sylhet	CGPA:2.93 out of 4	2013	4	B-
Business Management	Business Management (Pre BBA)	K.M.S.I University College, B,Baria	CGPA:4.62 out of 5	2009	2	A
SSC	Building Maintenance	Dhakkina Charon Pilot School,Chunarughat, Habigonj.	CGPA:3.77 out of 5	2007	5	A-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Hotel Management & Tourism Training Method	BTRF data analysis	Leading University Sylhet	Bangladesh	Sylhet	2013	Day long time
Bangladesh Tourism Research Method Analysis		Leading University	Bangladesh	Sylhet	2013	Day Long Time
Internship		south-east bank private ltd	Bangladesh	Sylhet	2012	6 month

### **Professional Qualification:**

Certification	Institute	Location	From	To
Trainer (Strategic Planning)	RT Tranning Source	Sylhet	March 1, 2016	September 30, 2016

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 25000  
 Expected Salary : Tk. 10,000  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : United Kingdom, United States, Australia, United Arab Emirates  
 Preferred Organization Types : Banks, Public Relation Companies, Airline, Supply Chain

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Admin</li> <li>Administrative/Executive</li> </ul>	<ul style="list-style-type: none"> <li>Like to take Challenges</li> <li>Able to work independently as well as in-group.</li> <li>To make the best of what I have, rather than always having to have the best.</li> <li>To communicate effectively at all levels.</li> <li>To evaluate option and take calculate risk.</li> <li>To have confidence in my own strong management ability and proven leadership skill.</li> <li>To base decisions upon sound judgment, knowledge and experience.</li> <li>Very much devoted to my Job</li> </ul>

### **Extra Curricular Activities:**

• Willing to work hard necessary to develop career. • Self-Motivation. • Teamwork. • Hardworking Capabilities. • Communication Skill. • Convincing power.

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : Md. Abdul Awal  
 Mother's Name : Syeda Farhana Begum  
 Date of Birth : March 18, 1991  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill:Jikua (Master Bari),PO-Ramsree, PS-Chunarughat, Dist.-Habigonj

Current Location : Sylhet

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Abu Sufian	Mohammed Anamul Hasan
Organization	: Rupali Bank Limited, Weekly Chattala	Bdjobs.com Limited
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