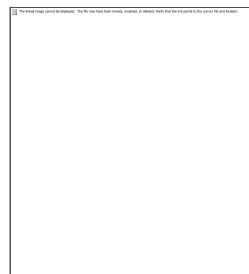


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 6, 2015**

IRIN SULTANA

Address: Pollobi 33, Alipara, Sunamganj Sadar, Sunamganj
Home Phone: 01717319690
Mobile : 01717319690
email: irin_sust@yahoo.com, irin_bba@yahoo.com



Career Objective:

Hold and face challenges with innovative thoughts along with upgrade knowledge by working in the dynamic and creative arena of the profession.

Special Qualification:

I have good qualification on photography

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Marketing	Shahjalal University of Science & Technology	CGPA:3.19 out of 4	2011	1 yr
BBA	Marketing	Shahjalal University of Science & Technology	CGPA:3.23 out of 4	2010	4 yrs
HSC	Science	Sylhet Govt. Women's College	CGPA:3.6 out of 5	2004	-
SSC	Science	Baramchal High School and College.	CGPA:4.75 out of 5	2002	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship		Shahjalal Islami Bank Limited	Bangladesh	Sylhet	2010	3 months
•Introduction to Computer Application Package & Programming(ICAP)	MS office, Visual basic, Internet	Bangladesh Computer Council, Sylhet	Bangladesh	Sylhet	2009	3 months
Basic Photography	Photography	SUPA	Bangladesh	Sylhet	2008	07 days

Course						
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Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin
 Preferred District : Comilla, Dhaka, Gazipur, Habiganj, MoulaviBazar, Sunamganj, Sylhet
 Preferred Organization Types :

Specialization:

Extra Curricular Activities:

•Seminar paper on "The present scenario of the stock market in Bangladesh" •Seminar paper on "Women entrepreneurship in Sylhet"

Language Proficiency:

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

Personal Details :

Father's Name : Late Md. Muhibur Rahman
 Mother's Name : Rehena Sultana
 Date of Birth : December 21, 1986
 Gender : Female
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Pollobi 33,Alipara,Sunamganj Sadar,Sunamganj
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Nayeema Ahmed	Md.Shahidul Haque
Organization	: Shahjalal University of Science & Technology, Sylh	Shahjalal University of Science & Technology, Sylh
Designation	: Lecturer	Assistant Professor
Address	: Dept. of Business Administration, SUST	Dept. of Business Administration, SUST
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01922-661011	01712638938
EMail	:	
Relation	: Academic	Academic