

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

Last Updated : **May 6, 2017**

## IMRAN AHMED KHAN

Address: 40/1 Shagordighir par,subid bazar,sylhet  
Home Phone: 01717870063  
Mobile : 01712399089  
email:imraan\_nu@yahoo.com, imran.85259@gmail.com

### **Career Objective:**

To perform a creative & exciting job where creative talent,conceptual ability,leadership communication & innovative capabilities can be efficiently utilized & prove my expertise in the field of management.

### **Career Summary:**

N/A

### **Special Qualification:**

IELTS....Band score:5.5  
Basic computer knowledge

### **Employment History:**

**Total Year of Experience : 2.9 Year(s)**

#### **1. Junior Officer- Customers Service Division ( February 5, 2017 - Continuing)**

##### **bKash Plus**

Company Location : Dhaka

Department: CIAS

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

Customers Service according to the company rules and regulations

#### **2. Executive ( January 1, 2016 - Continuing)**

##### **Askib Institute**

Company Location : sylhet,Bangladesh

Department: Councilor

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

To give the support who r study in abroad.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBS	Management	National University	Second Class, Marks :51.2%	2009	1 Years	Masters Degree

BBS (Hon` s) in Management	Management	National University	Second Class, Marks :45%	2008	4 years	Bachelor Degree
HSC	Business Studies	Chhatak Degree College, Chhatak	CGPA:2.3 out of 5	2004	2 years	Higher Secondary Degree
SSC	Business Studies	The Aided High School,Sylhet	CGPA:3.38 out of 5	2002	2 years	Secondary School Certificate

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

Looking For : Entry Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 16,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Hospitality/ Travel/ Tourism,  
 Security Guard  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization Types : Banks, Airline

### **Language Proficiency:**

Language	Reading	Writing	Speaking
BANGLA	High	High	High
ENGLISH	High	High	High

### **Personal Details :**

Father's Name : Late.Md.Solaiman Khan  
 Mother's Name : Mrs.Anjumanara Khan  
 Date of Birth : January 15, 1984  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam-Sunni  
 Permanent Address : vill: Kharidichor, Post: Chormoholla bazar,Chhatak,Sunamgonj  
 Current Location : Sylhet

### **Reference (s):**

<b><u>Reference: 01</u></b>		<b><u>Reference: 02</u></b>
Name	: Prof: Jayanta Das	Nural Haque
Organization	: College Teacher	Primary School Teacher
Designation	: Head the Dept: of Management	Head Teacher
Address	: MADAN MOHAN COLLEGE,SYLHET	Chhatak, Sunamgonj
Phone (Off.)	: 0821-714343	
Phone (Res.)	:	
Mobile	: 01711325559	01712330595
EMail	:	
Relation	: Academic	Others

