

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

Last Updated : **September 25, 2017**

Israt Jahan Sarkar

Address: Kadir complex, Probah-6, Flat-401, Teliawor, Taltola, Sylhet
Home Phone: 01615338766
Mobile : 01915338766
email: isratjahansarkar@gmail.com



Career Objective:

Rendering conceptual and organizational skill along with creativity, dynamism, as well as enthusiasm thus making position in progressive company.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. **Information Officer (July 1, 2016 - Continuing)**

North East University Bangladesh

Company Location : Sheikhghat, Sylhet

Department: Registrar office

2. **pr. Customer Care Officer (October 1, 2015 - January 31, 2016)**

IT Lab Solutions Ltd

Company Location : Sylhet

Department: customer care

Duties/Responsibilities:

Serve customers if they face any problem

3. **Information Officer and Customer Service (August 1, 2015 - September 30, 2015)**

Samsung Smartphone Cafe

Company Location : Sylhet

4. **Internship (December 10, 2014 - March 10, 2015)**

Southeast Bank Ltd

Company Location : Pathantula, Sylhet

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance&Banking	LeadingUniversity,Sylhet	CGPA:3.92 out of 4	2016	1 year

BBA	Finance & Banking	Leading University, Sylhet	CGPA:3.93 out of 4	2014	4 years
HSC	Business Studies	Sylhet Commerce College,Sylhet	CGPA:5 out of 5	2010	2 years
SSC	Science	Moinunnessa Girl`s High School, Sylhet.	CGPA:3.75 out of 5	2008	-

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 20000
 Expected Salary : Tk. 15,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Comilla, Dhaka, Sylhet
 Preferred Organization Types : Banks, Telecommunication, Training Institutes, Trading or Export/Import, Call Center, Clinic, Handicraft, Boutique/ Fashion, Credit Rating Agency, Cinema Hall/Theater, Cultural Centre, E-commerce

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium

Personal Details :

Father's Name : Abdur Rowf Sarkar
 Mother's Name : Kulsum Akter
 Date of Birth : January 1, 1991
 Gender : Female
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : muslim
 Permanent Address : Bareshshor, Borichong, Comilla.
 Current Location : Sylhet

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>	
Name	: Dr.Bashir Ahmed Bhuiyan	Dr.Md.Safiullah	
Organization	: Leading university,Sylhet	Leading university,Sylhet	
Designation	: Head of The Department and Associate Professor	Professor of Economics	
Address	:		
Phone (Off.)	:		
Phone (Res.)	:		
Mobile	: 01196000184	01727239235	
EMail	:		
Relation	: Academic	Academic	

