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KHALED AHMED

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Career Objective:

To succeed in an environment of growth and excellence and earn a job which provide me job satisfaction and self development and help me achieve personal as well as organizational goals.

Career Summary:

To work in a challenging environment that provides generous opportunities for learning. In the field of Hardware/Networking.

Special Qualification:

Quick Decision Making , Enthusiastic & Ability work under Pressure.

Employment History:

Total Year of Experience : 6.3 Year(s)

1. **Assistant Officer (March 6, 2014 - Continuing)**

Prime Islami Life Insurance Ltd

Company Location : Raj Bhaban(6th Floor), 29 Dilkusha, Dhaka-1000.

Department: Policy Servicing.

Duties/Responsibilities:

OR Issue, Cheeking DGH, Ledger Maintain, PR Conversation.

2. **Assistant Manager (February 4, 2013 - March 5, 2014)**

Ulama Travels

Company Location : Sylhet

Department: Visa Processing

Duties/Responsibilities:

Visa Processing, Passport Requiring, Man POver.

3. **Marketing Executive (February 10, 2012 - August 15, 2012)**

Boshundhara Motors Ltd.

Company Location : Sylhet

Department: Sales

Duties/Responsibilities:

Loan Collection, Car Selling, Customer Conduct.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Social Science (MSS)	Political Science	MC College,Sylhet	Appeared	2015	1	-
Bss Hon`s s	Political Science	MC College, Sylhet.	CGPA:3 out of 4	2014	4	Good
HSC	huminities	Isamati Degree college	CGPA:4 out of 5	2010	Two Years	-
Dakhil	Humanities	Utterkul Darussunnah Dhakhil Madratsah.	CGPA:4.69 out of 5	2008	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic Knowledge of Insurance Company	Definition of Life Insurance, Islamic Sharia, Cash Collection.	Bangladesh Insurance Academy	Bangladesh	Dhaka	2014	2 days

Professional Qualification:

Certification	Institute	Location	From	To
Advance Computer Certificate	National Youth Development Center	Sylhet	May 1, 2010	July 30, 2010

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 8000
 Expected Salary : Tk. 28,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, NGO/Development, Customer Support/Call Centre, Data Entry/Computer Operator, Other Special Skilled Jobs
 Preferred District : Chattogram, Cox"s Bazar, Dhaka, Habiganj, MoulaviBazar, Narayanganj, Sunamganj, Sylhet
 Preferred Organization : Banks, Investment/Merchant Banking, BPO/ Data Entry Firm, Govt./ Semi Govt./ Autonomous body, NGO
 Types

Specialization:

Managing Customer.

Extra Curricular Activities:

Selling, Counseling, Advertising.

Language Proficiency:

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

Personal Details :

Father"s Name : Ahmed Ali
Mother"s Name : Jhanara Begum
Date of Birth : July 11, 1992
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Utterkul ,P.o: Barotakury, P.S: Zakigonj, Sylhet-3100
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Jalal Uddin	Mrs. Halima Khanam
Organization	: Isamati Degree College, Zakigonj, Sylhet.	MC College, Sylhet.
Designation	: Principal	Associate Proffessor
Address	: Vill: Kamalpur, P.O: Zakigonj, Dist: Sylhet.	Sylhet.
Phone (Off.)	:	
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Relation	: Academic	Academic
