

Md Saiful Islam Sayef
sayefislam.official@gmail.com

+8801753111599

House #1, Road #4, Block #H, Sylhet, Bangladesh

PROFESSIONAL SUMMARY

As a Virtual Assistant to enter in a well-reputed organization in a suitable position having the intention to work with honesty, sincerity and to learn grow and eventually take greater responsibilities and to face the challenge of the time to gain experience and skill for a successful career.

EXPERIENCE

03/02/2018 TO 05/01/2021 - **Team Leader at Ticketmaster. (EST)**

HMS Entertainment. USA

18/01/2018 TO 10/01/2020 - **Virtual Assistant at Staff India (EST)**

VA Buyer – Order Processing

USA Client – Remote (Bangladesh)

08/01/2019 TO 15/09/2020 - **Team Leader at Skrillaz UK (BDT/EST)**

VA Buyer; Luton, UK

13/09/2015 TO 12/09/2016 - **Data Entry Service Officer at (Sayma Battery)**

Augere RohimAfroz.Ltd. Bangladesh

CORE QUALIFICATIONS

- | | |
|-----------------------|---------------------------------|
| > MS Office | > Digital Marketing |
| > B2B Leads | > Lead Generation |
| > Amazon/eBay listing | > CCNA |
| > Order Processing | > Adobe Photoshop & Illustrator |
| > SEO | > Customer Support |

EDUCATION

CCNA (Cisco Certified Network Associate) at SUST. On Going

Business Management at Sylhet Commerce College. 2016

CGPA:4.67

Arts at Shahjalal Uposhahar High School. 2014

CGPA: 3.31

LANGUAGES

- **ENGLISH (FLUENT)**
- **BANGLA (NATIVE)**