

**MD SHAMSUJJAMAN**

Address: Shomota-12, Nehar Villa, Chalibondor, -3100., Sylhe Sadar, Sylhet Sadar, Sylhet 3100  
 Mobile No 1: 01729623296  
 Mobile No 2 :01991460581  
 e-mail : samboyjaman@gmail.com

**Career Objective:**

I strongly believe that if I get an opportunity in my life to show my effort then both company and I will be benefited. One of my dreams is to face any type of challenge in my career path. To secure a position with a well-established organization.

**Career Summary:**

Job Title:

Assistant Manager & Front Desk Officer

Areas Of Expertise:

1. Report Writing and Delivery,
2. Look after staffs work,
3. Various Responsibilities undertaken when needed.

**Special Qualification:**

Hard worker,  
 Ability to assume responsibility,  
 Polite and courteous Manners.

**Employment History:**

**Total Year of Experience : 5.1 Year(s)**

**1. Assistant Manager ( January 1, 2017 - Continuing)**

**MediCare Medical Services & Apollo Specialized Teleclinic**

Company Location : Mirboxtula, Sylhet

**Duties/Responsibilities:**

Managing official works, computer operation (Ultra-sonogram, Echo-cardiogram, Lab report typing etc. ) and supervising staffs works.

**2. Receptionist cum computer operator ( February 3, 2015 - December 31, 2017)**

**Medi Aid Diagnostic Centre**

Company Location : Modhu Shahid, Medical Road, Sylhet.

**Duties/Responsibilities:**

Computer Operations and managerial responsibilities.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Social Science (MSS)	Political Science	MC College, Sylhet. (National University)	CGPA:2.44 out of 4	2016	1
Bachelor of Social Science (BSS)	Political Science	Madan Mohan College, Sylhet. National University	CGPA:2.7 out of 4	2015	5
HSC	Business Studies	Sylhet Science College, Manikpir Road, Sylhet.	CGPA:3.6 out of 5	2010	2
SSC	Humanities	Shahjalal Jamia Islamia School and College, Mirabazar, Sylhet.	CGPA:3.31 out of 5	2008	2

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Office Application	MS Office Word,Excel,Access,Powerpoint.	Bangladesh Computer Council, Sylhet Regional Branch	Bangladesh	Block-E, Road No: 4, Uposahar, Sylhet	2012	3 Months
Spoken English & Phonetics	Fluently Speaking,Correct Pronunciation.	Saifurs	Bangladesh	Jollarpar Road, Zindabazar, Sylhet	2008	6 Months

**Career and Application Information:**

Looking For : Top Level Job  
 Available For : Full Time  
 Present Salary : Tk. 12000  
 Expected Salary : Tk. 15000  
 Preferred Job Category : General Management/Admin, IT/Telecommunication, NGO/Development, Data Entry/Computer Operator  
 Preferred District : Sylhet  
 Preferred Country : Australia, Canada, France, Italy, Russia, Saudi Arabia, Spain, United Arab Emirates, United Kingdom, United States

#### Language Proficiency:

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

#### Personal Details :

Father's Name : Late Abdus Salam Chy  
 Mother's Name : Layly Begum Reba  
 Date of Birth : March 1, 1992  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 National Id No. : 7756718776  
 Religion : Islam  
 Permanent Address : Shomota-12, Nehar Villa, Chalibondor, -3100., Sylhe Sadar, Sylhet Sadar, Sylhet 3100  
 Current Location : Sylhet

#### Reference (s):

Reference: 01		Reference: 02	
Name	: Dr. Kaniz Fatema	Dr. Sad Al Imran Khan	
Organization	: Sylhet Womens Medical College	Sylhet Womens Medical College	
Designation	: Assistant Professor	Lecturer	
Address	: Fazil Chist, Sylhet	Mia Fazil Chist, Sylhet	
Phone (Off.)	:		
Phone (Res.)	:		
Mobile	: 01612-406204	01726-015642	
E-Mail	:		
Relation	: Professional	Professional	