

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

Last Updated : **November 10, 2015**

MD. ABUL KASHEM

Address: VILL-KAYRA KANDA, P.O-BAKSHIMUL, P.S-TARAKANDA, DIST- MYMESNINGH
Mobile : 01912662328
email:ab.kashem85@gmail.com, makashem85@yahoo.com

Career Objective:

Having an ardent desire to establish myself as a professional expert in arena and pursuing a creative milieu where I shall be able to apply my skills, creativity and potentiality.

Career Summary:

To achieve a full specialization inside the hotelier world through the help of Professionals.

Special Qualification:

I have Appointed as a office assistant at Department of Economics Govt. Anandamohan College, Mymensingh where I am doing official and computer activates from 2007 to till now.

Employment History:

Total Year of Experience : 11.2 Year(s)

1. Computer Operator as office assistant (January 1, 2007 - Continuing)

Ananda Mohan College

Company Location : Mymensingh
Department: Department of Econommics

Duties/Responsibilities:

All Computer Essential work in MS Office Application and all networking, hardwore & Official Work in the Department,

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.S.S	Economics	National University	Second Class, Marks :55.6%	2009	1 year
B.S.S	Economics	National University	Second Class, Marks :51.1%	2008	4 year
HSC	Humanaties	Bangabandhu college	CGPA:2.8 out of 5	2003	-

SSC	Science	Bakshimul high school	CGPA:3.25 out of 5	2002	-
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Professional Qualification:

Certification	Institute	Location	From	To
COMPUTER OPERATOR AS OFFICE ASISTANT	DEPARTMENT OF ECONOMICS, ANANDA MOHAN COLLEGE, MYMENSINGH	MYMENSINGH	January 1, 2007	May 27, 2013

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Commercial/Supply Chain
Preferred District	: Chittagong, Dhaka, kishoreganj, Mymensingh, Netrokona, Sherpur, Sylhet, Tangail
Preferred Organization Types	: Design/Printing/Publishing, Development Agency, Clearing & Forwarding (C&F) Companies, Consulting Firms, Cosmetics/Toiletries/Personal Care

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Credit Card • Corporate Finance

Language Proficiency:

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

Personal Details :

Father's Name	: MD. LOKMAN HAKIM
Mother's Name	: KAMALA KHATUN
Date of Birth	: July 11, 1985
Gender	: Male
Marital Status	: Single
Nationality	: Bangladeshi
Religion	: ISLAM
Permanent Address	: VILL-KAYRA KANDA, P.O-BAKSHIMUL, P.S-TARAKANDA, DIST- MYMESNINGH
Current Location	: Mymensingh

Reference (s):

Reference: 01

Reference: 02

Name	: Md. Razaul Karim	Md. Moshiul Alam
Organization	: Teachers Training College, Mymensingh	Department of Economics
Designation	: professor, Economics	Assistant Professor
Address	: Principal, Teachers College, Mymensingh.	Ananda Mohan College, Mymensingh
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Relation	: Academic	Academic