

Last Updated : **December 14, 2017****MD. GOLAM YEAGDANI**

Address: Holly View-08, Road No-02, Shamimabad R/A, Kanishail Road, Sylhet-3100, Bangladesh.

Mobile : 01914941601

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**Career Objective:**

Wish to develop a challenging career in a reputed organization where I can explore my capabilities and acquire knowledge, skills and able to perform duties and responsibilities efficiently in order to add values to my organization.

Employment History:**Total Year of Experience : 4.7 Year(s)****1. Trainee Assistant Officer (October 19, 2017 - Continuing)****Eastern Bank Ltd.**

Company Location : Chouhatta Branch, Sylhet

Department: Operations

2. Officer (February 4, 2014 - October 4, 2017)**VFS Global Pvt. Ltd.**

Company Location : Sylhet, Bangladesh

Department: Operations

Duties/Responsibilities:

Customer Service with set standard

Communication, reporting and MIS

Data entry

Carry out any other tasks as delegated by the Reporting Head

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance & Banking	Sylhet International University	CGPA:3.25 out of 4	2014	1 Year	Post Graduation Degree
BBA	Finance & Banking	Sylhet International University, Sylhet	CGPA:3 out of 4	2012	4 Years	Bachelor Degree
HSC	Business Studies	Madan Mohan College, Sylhet	CGPA:3.2 out of 5	2007	2 Years	Higher Secondary Certificate
SSC	Science	Sylhet Govt. Pilot High School, Sylhet	CGPA:3.5 out of 5	2005	-	Secondary Certificate

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Imposter Recognition & Child Protection Training 2015	How to recognized an imposter & protected child from different crime.	British High Commission, Dhaka.	Bangladesh	VFS GLOBAL, Sylhet	2015	2 Days

Professional Qualification:

Certification	Institute	Location	From	To
Internship	First Security Islami Bank Ltd.	Taltola Branch, Sylhet	October 1, 2012	December 31, 2012

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Expected Salary : Tk. 20,000
Preferred Job Category : Accounting/Finance, Marketing/Sales
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Manufacturing (FMCG), Multinational Companies,
Types Embassies/Foreign Consulate, Audit Firms /Tax Consultant,
Airline, Chemical Industries, Tobacco, Tiles/Ceramic,
Cement, Toiletries, Gas, Fuel/Petroleum

Extra Curricular Activities:

• Have made several report presentation in front of full house audience in conference hall through multimedia projector. • Former organizer of Sylhet International University cultural week. • A good Debater, well organizer & leading figure. • Possessing Good Collective and interpersonal communication skills.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Habib Ullah Miah
Mother"s Name : Begum Rokeya Habib
Date of Birth : March 24, 1988
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam (Sunni)
Permanent Address : Holly View-08, Road No-02, Shamimabad R/A, Kanishail Road,
Sylhet-3100, Bangladesh.
Current Location : Sylhet

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>	
Name	: Monsur Alom Chowdhury	Dr. Debasis Basu	
Organization	: VFS GLOBAL Pvt. Ltd	M A G Osmani Medical College & Hospital	
Designation	: Deputy Manager-Corporate Security	Medical Officer	
Address	: Nirvana Inn 7th Floor, Mirrajungle, Sylhet, Bangladesh	M A G Osmani Medical College & Hospital	
Phone (Off.)	:	Sylhet, Bangladesh	
Phone (Res.)	:		
Mobile	: 0174-000790	01711-014572	
EMail	: Monsurc@vfsglobal.com	basu.debashis39@gmail.com	
Relation	: Professional	Family Friend	

