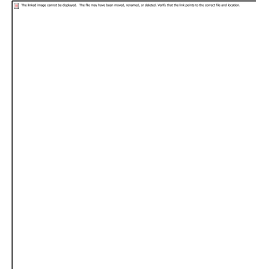


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **October 28, 2017**

Mohammad Anisuzzaman

Address: MITALY-78 R/A, ROYNAGOR, RAZBARI, SYLHET-3100
Home Phone: +8801717542802
Office Phone : +8801720670970
Mobile : +8801717542802
email:anis822004@yahoo.com



Career Objective:

Working in a Managerial Position within a team that offers challenging career opportunities through the leadership, enthusiasm and ethical conduct to lead the organisation towards advancement

Career Summary:

- ♣ Able to adopt in any variety of environments.
- ♣ Flexible and proficient of meeting the deadlines.
- ♣ Uses initiative to chase up progress on tasks
- ♣ Plans ahead and priorities effectively.
- ♣ Organizes own work and files methodically.
- ♣ Competent to cope with people at every level, dynamic and self-motivated.
- ♣ Excellent command of English both written and orally.
- ♣ Have excellent negotiating skills.

Special Qualification:

International Diploma in Computer Studies, NCC Education, United Kingdom

Employment History:

Total Year of Experience : 10.5 Year(s)

1. Immigration Adviser cum Administrative Office (September 1, 2007 - Continuing)

IMMIGRATION AID - OISC regulated organization under the UK Government

Company Location : Sylhet, Bangladesh Head Office in Luton, UK

Department: Admin & Immigration

Duties/Responsibilities:

Inform and advise Clients on updated immigration visa rules.
Draft grounds and reviews against the appeal decision of British High Commission.
Communicate with client and British High Commission.
Coordinate with Government departments/officers and other relevant agencies.
Support logistics arrangements of staff related to ticketing, visa processing, procurement etc.
Support office administration and related matters.
Keep track of office inventory/assets and perform asset tagging.
Verify invoices and ascertain that the equipment, supplies or services that referred to are duly received or provided before proceeding with request for payment.
Coordinate with head office and other branches in the UK.
Maintain over all division of customer care.
Supervise the overall work at every staff level

Provide Marketing support.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Marketing	Darul Ihsan University	CGPA:3.46 out of 4	2011	1
Master of Arts in English	English	National University	Second Class, Marks :50%	2010	One Year
Bachelor of Arts (Honours) in English	English	National University		2007	4
HSC	Science	M. C. College, Sylhet	Second Division, Marks :51%	2000	Two Years
SSC	Science	N. G. F. F. School, Fenchuganj, Sylhet	First Division, Marks :79%	1998	Two Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Administrative Skills & Immigration Rules		Immigration Aid	Bangladesh	Sylhet	2007	1 Month

Professional Qualification:

Certification	Institute	Location	From	To
International Diploma in Computer Studies, NCC Education, United Kingdom	Institute of Computer Technology Limited	Sylhet, Bangladesh	September 20, 2000	September 20, 2001

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 35000
 Expected Salary : Tk. 25,000
 Preferred Job Category : NGO/Development, Customer Support/Call Centre
 Preferred District : Chittagong, Dhaka, Gazipur, Narayanganj, Sylhet
 Preferred Country : Germany, Malaysia, United Kingdom, United States, Australia, Canada, Hong Kong, Switzerland
 Preferred Organization Types : Banks, Telecommunication, IT Enabled Service, NGO, Multinational Companies, Public Relation Companies, Embassies/Foreign Consulate, Airline, Immigration & Education Consultancy Service, Immigration/Visa Processing

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> IT Support Service Administrative/Executive Admin 	<ul style="list-style-type: none"> ♣ Able to adopt in any variety of environments. ♣ Flexible and proficient of meeting the deadlines ♣ Ambitious and target-oriented. ♣ Competent to cope with people at every level, dynamic and self-motivated. ♣ Excellent command of English both written and orally ♣ Can work under pressure calmly and collectively. ♣ Have excellent negotiating skills and sound understanding of variable business analysis. ♣ Consider myself to be adept in IT and knowledgeable and deliver in high standard. ♣ Consider myself to be loyal and trustworthy to others. ♣ Enjoy traveling.

Extra Curricular Activities:

IELTS Band Score 5.5

Language Proficiency:

Language	Reading	Writing	Speaking
Bangoli	High	High	High
English	High	High	High

Personal Details :

Father's Name : MOHAMMAD ABDUL HAMID
 Mother's Name : SHAIRA KHATUN
 Date of Birth : December 12, 1982
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Same as above
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Barrister Moinul Islam	Jamil Choudhury
Organization	: Immigration Aid	Grameen Jonokollan Shongshod
Designation	: CEO	President
Address	: 185A Dunstable Road, Luton, LU1 1BT, UK	Grameen Jonokollan Bhobon (1st Floor), Uposhohor, Sylhet 3100, Bangladesh.
Phone (Off.)	: +44-01582 480 544	
Phone (Res.)	:	
Mobile	:	+88 01711 388 412
EMail	: moinul@immigrationaid.net	jamil.chy50@gmail.com
Relation	: Professional	Professional