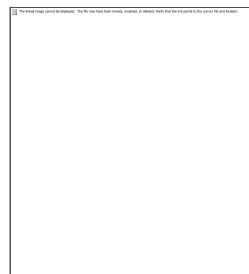


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **February 28, 2014**

Muhammad Al-Masum

Address: jalali 4, ali monjil, electric supply road, sylhet
Mobile : 01722070640
email: mdalmasum@ymail.com



Career Objective:

Aim to work creatively in a competitive and challenging working environment with strong responsibility and commitment where job satisfaction and career development will be provided.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
BBA	Finance	Sylhet International University, Sylhet	CGPA:3.35 out of 4	2011
HSC	science	Modan Mohan College Sylhet	CGPA:3.6 out of 5	2006
SSC	science	Police Line High School Sylhet	CGPA:3.81 out of 5	2003

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 15,000
Preferred Job Category : Bank/Non-Bank Fin. Institution, Customer Support/Call Centre
Preferred District : Anywhere in Bangladesh.
Preferred Country : Greece, Italy, Netherlands, Australia, Canada, Chile, Finland, France, Kuwait
Preferred Organization Types : Banks, Leasing, Investment/Merchant Banking, Govt./ Semi Govt./ Autonomous body, Trading or Export/Import, Multinational Companies, Overseas Companies, Group of Companies, Call Center, Tobacco, Share Brokerage/ Securities House

Specialization:

Operating System: windows 2000, 2007 windows XP, Windows Vista and DOS. Application Software: Microsoft Office 97, 2003, 2007, Adobe Acrobat Reader & Writer, An excellent proficiency in web browsing and internet accessing.

Extra Curricular Activities:

Sales and Advertisement experience in banglalion wimax. This position called upon many skills I had learned as part of my degree and tested my ability to put them into practice in a 'real world' situation.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High

Personal Details :

Father's Name : Late Muhammad Siddiquir Rahman
Mother's Name : Selina Akther
Date of Birth : January 15, 1988
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : weaves A/53,chandan tulla,amber khana,sylhet
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Abdul Latif	Md. Sirajul Islam
Organization	: Sylhet International University	AB Bank Ltd
Designation	: Register	Officer
Address	:	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +88 01711 996032	+88 01712 543188
EMail	:	
Relation	: Academic	Academic