

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

Last Updated : **January 30, 2014**

MAKSURA JALAL

Address: 4th Floor, Bilpar-81, Lama-Bazar, Sylhet.
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Career Objective:

I would like to build up my career in a reputable and challenging organization where have the ample opportunities to enrich the decision-making ability in the light of hard working, dynamism, sincerity and honesty.

Employment History:

Total Year of Experience : 0.3 Year(s)

1. Internship (March 15, 2010 - June 15, 2010)

Southeast Bank Ltd

Company Location : Pathantula, Sylhet

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Management Information System	Shahjalal University of Science & Technology	CGPA:3.3 out of 4	2009	1Years	-
BBA	Management Information System	Shahjalal University of Science & Technology	CGPA:3.41 out of 4	2008	4 Years	-
HS C	Science	Sylhet Govt. Womens Collage	CGPA:4.9 out of 5	2004	2 years	Board Shoolarship
SSC	Science	Jamalganj Girls' High School	CGPA:4.5 out of 5	2002	2 Years	-

Professional Qualification:

Certification	Institute	Location	From	To
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Diploma in Computer Application (DCA)	CRTC, CSE, Shah-Jalal University of Science and Technology (SUST)	Sylhet	December 5, 2009	May 5, 2010
Cisco Certified Network Administrator (CCNA)	CRTC, CSE, Shah-Jalal University of Science and Technology (SUST)	Sylhet	October 28, 2007	October 28, 2008

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, Education/Training
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Japan, Malaysia, New Zealand, United Kingdom, United States, Australia, Canada, France, Spain, Switzerland
Preferred Organization Types	: Banks, Investment/Merchant Banking, Event Management, ISP, Computer Hardware/Network Companies, Trading or Export/Import, Embassies/Foreign Consulate, Buying House, Manpower Recruitment, Overseas Companies, Tobacco, Automobile

Specialization:

Extra Curricular Activities:

Ex ladies Secretary of ABA (Association of Business Administration Department), SUST. ♣ ♣ General member of Shah-Jalal University Photographers' Association (SUPA), Sylhet

Language Proficiency:

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

Personal Details :

Father's Name	: Md. Jalal Uddin
Mother's Name	: Shamsunnahar Khanam
Date of Birth	: November 19, 1986
Gender	: Female
Marital Status	: Unmarried
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Bondhon-1, Notun Para, Jamalgonj, Sunamgonj, Bangladesh
Current Location	: Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Mizenur Rahaman	Md. Zillur Rahman
Organization	: Shahjalal University of Science & Technology.	Shahjalal University of Science & Technology,

Designation	: Assistant Professor	Assistant Professor
	Dept. Business Administration	Dept. of Business Administration
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Relation	: Academic	Academic