

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

Last Updated : **November 4, 2014**

## Md.Akhteruzzaman

Address: Block# C- 41 ,Kumarpara; Sylhet.  
Mobile : 01717282111  
email:akterripon@gmail.com



### **Career Objective:**

To build up my career as a skilled person and to face challenges using knowledge, perception and innovation to pursue long term successful career in dynamic and favorable environment through my aptitude, hard work, creativity, dedication and determin

### **Employment History:**

**Total Year of Experience : 5.3 Year(s)**

#### 1. **Cash Officer ( November 1, 2012 - Continuing)**

##### **Southeast Bank**

Company Location : Sylhet

##### **Duties/Responsibilities:**

Cash officer from 1st November 2012 to till now.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Msc in physics	Physics	National University	Second Class, Marks :45%	2009
Bsc honors in physics	Physics	National University	Second Class, Marks :51%	2008
HSC	Science	M.C College Sylhet	CGPA:3.7 out of 5	2004
SSC	Science	SPPM High School , Chhatak Sunamgonj	CGPA:4.63 out of 5	2002

### **Professional Qualification:**

Certification	Institute	Location	From	To
Introduction to computer, Application	Bangladesh Computer Council	Sylhet	February 18, 2008	May 15, 2008

packages and programming				
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#### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 18,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Marketing/Sales  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization Types :

#### **Extra Curricular Activities:**

Assistant teacher of Physics in Sylhet City School & College from 1st February 2011 to till now.

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Md.Nurul Haque  
 Mother's Name : Minara Akter  
 Date of Birth : May 23, 1986  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill- Titarkona ; Post- Mirpur bazar; P.S- Bahubol ; Dist- Habiganj  
 Current Location : Sylhet

#### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: H.M Habibur Rahman Chowdhury	A.N.M Shamsuddin
Organization	: Southeast Bank Limited	Southeast Bank Limited
Designation	: Assistant Vice President & Head Of Branch	Senior Principal Officer & Head of Branch
Address	: Bandar Bazar Branch Sylhet	Charkhai Branch Beanibazar Sylhet
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801714001590	+8801712211526
EMail	:	
Relation	: Professional	Professional