

Applied For: **IT Executive (BSc/ Dip in CSE)**

Last Updated : **October 29, 2015**

## **Md Aminur Rahman**

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### **Career Objective:**

I pay attention to detail. I always listen to customer request and try my best to accommodate their wishes. To work in a challenging and competitive environment where strong sense of responsibility and commitment is required.

### **Career Summary:**

Currently working as an executive virtual employee at the Staff-India ([www.staff-india.com](http://www.staff-india.com))- It is an outsourcing IT company.

25 October 2013-till present.

Skills:

Virtual Assistant of Real Estate Agent UK ([www.idealhome.tv](http://www.idealhome.tv))

Working as a team leader in a challenging environment.

Interacting with overseas customers.

Taking virtual orders from UK based clients in the real estate sector.

Training new team members, delegating new assignments to the team members

### **Special Qualification:**

2.5 Months experience with Staff India which renowned UK Based outsourcing company In Sylhet, Bangladesh. Its a great achievement for me to develop excellent communication skill by working with foreign client.

### **Employment History:**

**Total Year of Experience : 8.0 Year(s)**

#### **1. Exam Invigilator (Part time) ( December 1, 2014 - Continuing)**

##### **British Council**

Company Location : Hotel Rose-view, level 4, Uposhohor, Sylhet Bangladesh

Department: Exam service

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

□ Exam Invigilator at British Council Bangladesh (Part Time)

15th of December 2014-present.

Skills:

1. Invigilated exams under British Council

2. Maintaining the proper conduct of a particular examination in accordance with the examination regulations.

3. Functioned as primary liaison to students and ensured the high standard support and assistance is always provided.

## 2. **Virtual Assistant ( October 25, 2013 - Continuing)**

### **Staff India**

Company Location : House No 34, ABC point, 3rd floor, Main road Sylhet

Department: IT-Executive

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

□ Currently working as an executive virtual employee at the Staff-India (www.staff-india.com)- It is an outsourcing IT company.

□ 25 October 2013-till present.

Skills:

1. Virtual Assistant of Real Estate Agent UK (www.idealhome.tv)
2. Working as a team leader in a challenging environment.
3. Interacting with overseas customers.
4. Taking virtual orders from UK based clients in the real estate sector.
5. Training new team members, delegating new assignments to the team members

## 3. **Public relations Officer ( February 5, 2013 - September 13, 2013)**

### **XEOKINETICS (Project of Chevron Bangladesh)**

Company Location : Sylhet

Department: PRO

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

Worked as a Public Relations Officer at XEOKINETICS which is Gas research and extraction company. That was the project of Chevron Bangladesh. Successfully completed the project. To hire people's land for gas extraction exclusive. To make people understand the project is from Bangladesh Government.

## **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Computer Science & Engineer	Computer Science & Engineering	Leading University, sylhet	First Class, Marks :3.08%	2013	4years	IT, Neworking, Software engineering.Strong innovative knowledge,Web Development

## **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Library Management	Project on Library management using C#language.	Leading University	Bangladesh	Sylhet	2013	8months
Web design and evelopment	Web programming	Arrow Soft Sylhet	Bangladesh	Sylhet	2010	6 Months

## **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 17700  
 Expected Salary : Tk. 13,000  
 Preferred Job Category : IT/Telecommunication, Research/Consultancy  
 Preferred District : Sylhet  
 Preferred Organization Types : Computer Hardware/Network Companies, Engineering Firms, Consulting Firms, Airline, Automobile

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• C#</li> <li>• DreamWeaver</li> <li>• WordPress</li> <li>• Wireless</li> <li>• XHTML</li> </ul>	*months experience on University Project development Using C# Language.

### **Extra Curricular Activities:**

Sports.memeber of ideal club..

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : Md. Nazim Uddin  
 Mother's Name : Late Must Asia Begum  
 Date of Birth : July 16, 1990  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Muslim  
 Permanent Address : Vill: Salia(Borobari), P.O Salutikor bazar, sadar, Sylhet  
 Current Location : Sylhet

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md Abdur Razzak	Avijit Talukdar
Organization	: Staff India	British Council
Designation	: Manager	Exam invigilator

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Relation	: Professional	Professional