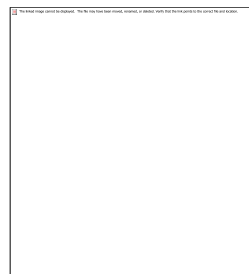


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **October 29, 2015**

## Md.Azizur Rahman

Address: Archer Dart, Coppice Hatch, Off Partridge Road, Harlow, Essex, CM18 6SL  
Mobile : 07474686470  
email:shahrahahat\_lu@yahoo.com, shahazize.lu@hotmail.com



### **Career Objective:**

As a job applicant my objective is to obtain a position in any dynamic and challenging work environment for making a significant contribution while developing my skills and earn benefit for both myself and employer.

### **Employment History:**

**Total Year of Experience : 1.4 Year(s)**

#### **1. ADC Executive ( November 11, 2012 - January 23, 2014)**

##### **Dutch-Bangla Bank**

Company Location : Sylhet Branch, Taltola FT, Zindabazar, Baruthkhana point, Sylhet,  
Department: Alternative Delivery Channel

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

1. To maintain Fast Track and ATM.
2. Provide relevant information to the customer regarding bank products and services as per queries of customer.
3. Opening different type of bank account and input them to the system.
4. Receive deposit and clearing cheque.

#### **2. Internship Student ( September 15, 2009 - January 3, 2010)**

##### **Southeast Bank Limited**

Company Location : Chouhatta Branch, Manru Shopping Complex, Chouhatta Sylhet  
Department: Work in all Department

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

During my working period I had fortune enough to work in information desk, accounts section, daily internal audit, and credit section and also I am introduced with the PC Bank 2000 and Bank Ultimus. During this period I learned how to input transaction in these two software's like cash, clearing, transfer and different types of account opening.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration	Finance & Accounting	Leading University, sylhet	CGPA:3.69 out of 4	2010	One year Masters Degree

(MBA)					
Bachelor of Buisness Administration (BBA)	Finance & Accounting	Leading University, sylhet	CGPA:3.62 out of 4	2009	4 years of Bachelor degree
HSC	Commerce	Jalal Pur College	CGPA:3.4 out of 5	2005	2 Years
Dakhil	Arts	H.S.C.S.K.Islamia Dakhil Madrasha	CGPA:3.33 out of 5	2003	2 Yaers

### **Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : Sweden, United Kingdom, United States, Australia, Canada, France, Swaziland  
 Preferred Organization Types : Banks, Investment/Merchant Banking, Telecommunication, IT Enabled Service, Multinational Companies, Audit Firms /Tax Consultant, Airline, Chemical Industries

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>MBA/ BBA</li> </ul>

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
Enlish	Medium	Medium	Medium

### **Personal Details :**

Father's Name : Late Md.Chand Miah  
 Mother's Name : Late Hawa Begum  
 Date of Birth : January 15, 1989  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill:Takir Mohol, P.O.Jalal Pur, P.S. Southsurma, Sylhet  
 Current Location : United Kingdom

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Moin Uddin Ahmed	Md. Shahanshah Molla

Organization	: One Bank Ltd	Leading University
Designation	: Vice President & Manager	Assistant Professor dept. of Business Administrati
Address	: Laldighirpar Banch, Laldighirpar, Sylhet, Bangladesh	Leading University, Modhuban 4th floor, Bondor, Sylhet.
Phone (Off.)	: +880821712778	0821720303
Phone (Res.)	:	
Mobile	: +8801730353517	01819-610017
EMail	: manager.ldp@onebankbd.com	shahansha06@yahoo.com
Relation	: Relative	Academic