

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

Last Updated : **March 1, 2017**

MD HASAN MAHMUD

Address: Vill: 41/1 Shantedara R/A , P.O: Kotobpur-1421, Police Station: Fatulla, Dist- Narayanganj
Home Phone: 01676425110
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Career Objective:

built my career with reputed organization

Career Summary:

To work as a "Business Development Officer" in a reputed organization that motivates it employees to achieve for the benefit of the organization itself and the society as well

Special Qualification:

Build my career in an reputed company

Employment History:

Total Year of Experience : 7.3 Year(s)

1. Sr. Executive (November 3, 2012 - Continuing)

Bangladesh Football Federation

Company Location : Motijeel, Dhaka

Department: National Team & International Relationship

Duties/Responsibilities:

To organize International Competition at home and abroad. International correspondent with FIFA, AFC and others Football Aassociation through e-mail and over the phone.

Protocol service, Visa, Passport, Air Ticket booking, Hotel reservation related activities.

2. Manager (January 1, 2011 - October 31, 2012)

Real SEO Company

Department: Administrative

Duties/Responsibilities:

Daily work follow up, Corresponding the foreign cline,

Promotions and advertisements.

3. Executive (October 13, 2010 - November 30, 2010)

BRAC Bank Ltd.

Company Location : Gulsan, Dhaka

Department: Reconciliation- Local Nostro in Business Relations

Duties/Responsibilities:

Reconciliation between BRAC Bank to other corresponding bank statement.

4. Intern (February 1, 2010 - April 30, 2010)**BRAC Bank Ltd.**

Company Location : Gulsan, Dhaka

Department: Internal Banking & SME Banking

Duties/Responsibilities:

SME Loan collection audit

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance	Eastern University	CGPA:3.5 out of 4	2011	1 Year
BBA	Finance	Eastern University	CGPA:3.2 out of 4	2010	4 years
HSC	Business Studies	Birsreshtha Munshi Abdur Rouf Rifles College, Dhaka	CGPA:3.5 out of 5	2005	2 years
SSC	Business Studies	A.K high School & Collage, Dhaka.	CGPA:3.69 out of 5	2003	10 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
FIFA Football Administration & MGT Course		Fédération Internationale de Football Association	Bangladesh	BFF House, Motijheel, Dhaka-1000	2012	5 Days

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 35000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Secretary/Receptionist
 Preferred District : Dhaka, Narayanganj, Narsingdi
 Preferred Country : United States, United Arab Emirates
 Preferred Organization Types : Banks, Insurance, Investment/Merchant Banking, Security Service, Overseas Companies, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Administrative/Executive 	

Extra Curricular Activities:

Playing and traveling. I already visited following countries: Australia, UAE, Jordan, South Korea, Singapore, Malaysia (4 times), Thailand (3 times), India and Nepal.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : Md. Jahangir Alam
Mother's Name : Begum Zohora Parvin
Date of Birth : May 17, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: 41/1 Shantedara R/A , P.O: Kotobpur-1421, Police Station: Fatulla, Dist-
Narayangonj
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Kazi Md Salahuddin	MS. Jafrin Farid
Organization	: Bangladesh Football Federation	Eastern University
Designation	: President	Asst. Professor
Address	: BFF House, Motijheel, Dhaka-100	Eastern University
Phone (Off.)	: 02-9556072	029676031
Phone (Res.)	:	
Mobile	:	015222326091
EMail	:	shanta.com75@yahoo.com
Relation	: Professional	Academic