

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

Last Updated : **December 24, 2013**

Md, Kamrul Huda

Address: Akota-41, Shisu Sadon Road, Bagbari, Sylhet.-3100
Home Phone: 0821-713722
Office Phone :0821711321
Mobile : 01711736023
email:m.kamrul79@yahoo.com, joynul88@yahoo.com



Career Objective:

To run a responsible position where I could utilize my potentiality, creativity and above all practical experience in order to contribute successfully in the organization through developing my career.

Employment History:

Total Year of Experience : 15.4 Year(s)

1. **Customer Care Representative (September 25, 2007 - Continuing)**

Banglalink

Company Location : Gulshan-2, Dhaka
Department: Customer Care Department

Duties/Responsibilities:

To solve all kinds of customer sim related problem. To maintain office documents.

2. **Officer Grade-1 (January 1, 2002 - December 15, 2006)**

Jubo Karmoshangstan Society(Jubok)

Company Location : Baitul Abed, Purana Polton, Dhaka
Department: Administration

Duties/Responsibilities:

To maintain all kinds of office work. To solve all kinds of customer problem.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	Metropolitan University, Sylhet	CGPA:3.35 out of 4	2009	20 Months
B.Com(Pass)	Commerce	National University	Second Class, Marks :46%	2002	2 Years
HSC	Science	M.C College, Sylhet.	Second Division, Marks :47%	1997	2 Years

SSC	Science	Police Line High School, Sylhet	First Division, Marks :76%	1995	2 Years
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Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Customer Support		Banglalink	Bangladesh	Khourun Bhobon, Sylhet.	2007	7 Days

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 16000
 Expected Salary : Tk. 15,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, HR/Org. Development
 Preferred District : Dhaka, Sylhet
 Preferred Organization Types : Banks, Multinational Companies, Public Relation Companies, Tea Garden, Group of Companies

Language Proficiency:

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

Personal Details :

Father's Name : Abdul Musawwir
 Mother's Name : Late Rabeya Begum
 Date of Birth : December 21, 1979
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Akota-41, Shisu Sadon Road, Bagbari, Sylhet.-3100
 Current Location : Sylhet

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>	
Name	: Nahian Bin Foysal	Nurul Huda	
Organization	: Banglalink	EPCT	
Designation	: Customer Care Incharge	Engineer	
Address	: Khourun Bhobon, Mirboxtula, Sylhet	16/A, Jalalabad R/A, Sylhet.	
Phone (Off.)	: 01912311361		
Phone (Res.)	:		
Mobile	: 01912311361	01712242841	
EEmail	:	joynul88@yahoo.com	

Relation

: Professional

| Relative