

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

Last Updated : **January 26, 2015**

MD. ABDUL KADIR

Address: B-57, Hatimbag, Shibgong, Sylhet
Mobile : 01715-096966
email:sadik87@yahoo.com

Career Objective:

To pursue a career as an executive with national and multinational organizations/banks that will provide opportunities in career development in line with multinational standards.

Employment History:

Total Year of Experience : 1.1 Year(s)

1. Compliance Officer (February 15, 2010 - March 31, 2011)

International Securities Company Ltd.

Company Location : Sylhet

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Finance & Banking	Metropolitan University, Sylhet	CGPA:3.27 out of 4	2012
BBA	Finance & Banking	Metropolitan University, Sylhet	CGPA:3.14 out of 4	2011
HSC	Science	Sylhet Govt. College, Sylhet	CGPA:2.9 out of 5	2006
SSC	Science	Shahjalal Jamia Islamia High School, Sylhet	CGPA:3.5 out of 5	2003

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	Performance Evaluation of BASIC Bank Limited	BASIC Bank Limited	Bangladesh	Zindabazar Br. Sylhet	2010	3 month

Professional Qualification:

Certification	Institute	Location	From	To
Office Management	HEXA's	Sylhet	May 15,	August 15,

			2008	2008
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Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 15,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Sylhet
 Preferred Organization Types :

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> Capital Market/Investment Banking

Language Proficiency:

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

Personal Details :

Father's Name : Hazi Md. Dudu Miah
 Mother's Name : Shapna Begum
 Date of Birth : June 13, 1987
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : -DO-
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: S.M. Ataur Rahman	Lukman Ahmed Chowdhury
Organization	: BASIC Bank Limited	Metropolitan University, Sylhet
Designation	: Assistant General Manager & Incharge	Public relation Officer
Address	: Zindabazar Branch, Sylhet Sylhet	Metropolitan University, Sylhet
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01712 175557	01712678051
EMail	: zindabazar@basicbanklimited.com	lukmanchy@yahoo.com
Relation	: Professional	Academic