

Applied For: **Virtual Assistant, Sylhet Office (All Types)**

Last Updated : **March 22, 2017**

Md. Abul Kashem

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Career Objective:

I want to develop my carrer for financial sectors.

Career Summary:

To build a career that encounter challenge and creativity being a professional worker to enrich the decision making ability through my aptitude, hard working, dedication and determination and to work in a challenging position where requires special skills and abilities. I would welcome the chance to work as a part of a dynamic team where I could make a significant contribution while developing my skills yet further.

Special Qualification:

Operating Systems: Windows 98/2000/XP/2007
Application Program: MS. Word, MS. Excel, MS. Access, PowerPoint etc.

Employment History:

Total Year of Experience : 4.8 Year(s)

1. Commercial Officer (November 20, 2016 - Continuing)

Euro Foods Group Limited subsidiary Saidowla (Pvt.) Enterprise Limited

Company Location : Weskhali, Sunamgonj, Sylhet, Bangladesh.

Department: Accounts

Duties/Responsibilities:

Monitoring Export Fils

2. Operation Executive (August 4, 2014 - October 30, 2016)

Euro Foods Group Limited subsidiary Rosemco Foods Limited

Company Location : Niklapur, Rupsha Khulna

Department: Accounts

Duties/Responsibilities:

Relationship Development with Businessman and Clients.Maintains and establishes a consistent corporate image throughout all services, promotional materials and events.Building and maintaining positive working relationships with Businessman and supporting administrative staffs.Up-Date Weekly and monthly Reports.

3. Trainee Sales Executive (February 3, 2013 - June 29, 2014)

IFIC Bank Limited

Company Location : Amberkhana Branch, Sylhet

Department: Retail Banking

Duties/Responsibilities:

Deposits collection from the customer.To apply the marketing strategies for serving in the competition. To attend valued customers for building up a long term relationship with them.Maintain relationships with clients to ensure continuation of business relationship.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.B.A	Finance & Banking	Leading University, Sylhet	CGPA:3.16 out of 4	2012	4	Bachelor Degree
HSC	Humanities	Sylhet Government College, Sylhet.	CGPA:3.6 out of 5	2008	-	-
SSC	Humanities	Swarup Chandra Govt. High School, Jagannathpur.	CGPA:3 out of 5	2006	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
IELTS	Listening,Reading,Writting,Speaking	Mentors	Bangladesh	Sylhet	2013	3 Months

Professional Qualification:

Certification	Institute	Location	From	To
DIPLOMA IN COMPUTER SCIENCE AND TECHNOLOGY	National Youth Training Institution, Sylhet.	Gallery shopping Center, Ziderbazar, Sylhet.	January 1, 2014	June 30, 2014

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 25000

Expected Salary : Tk. 20,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, Chef/Cook
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, India, Ireland, Australia, Canada, Denmark, Finland, France, Hong Kong, Iceland
 Preferred Organization Types : Banks, Advertising Agency, Event Management, NGO, Audit Firms /Tax Consultant, Airline, Direct Selling/Marketing Service Company, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Administration Cash Management Credit Card Credit Remittance SME Deposit Corporate Finance 	Collect Deposit any kind of source.

Extra Curricular Activities:

Able to undertake time pressure.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High

Personal Details :

Father's Name : Md. Abdul Latif
 Mother's Name : Bela Begum
 Date of Birth : October 20, 1987
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: West Bhovanipur, P.O: Jagannathpur, P.S: Jagannathpur, Dist: Sunamgonj.
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr. Somon Talukder	Md. Belal Hossain
Organization	: Euro Foods Group	Bank Asia
Designation	: Accounts Manager	Credit Officer

Address	: Weskhali, Sunamgonj, Sylhet, Bangladesh.	Beani Bazar Branch
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Relation	: Professional	Relative