

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

Last Updated : **August 26, 2017**

MD. ANISUR RAHMAN

Address: Md. Anisur Rahman. C/O: Md. Moslimuddin. Vill: Gohon Gachi (Kolabary) Post: Komol pur. PS: Kotwali. Dist : Dinajpur-5200. Cell No. 0172-8405852 E-mail: mdanisurrahmananis@yahoo.com
Home Phone: +8801777798082
Office Phone : 0
Mobile : +8801728405852
email: mdanisurrahmananis@yahoo.com



Career Objective:

By Working hardly and honestly I want to serve the poor and to make a good career in life.

Career Summary:

3. Period: From 10th May 2006 to till date.
Position : DSBM (COM).
Employer : Thengamara Mohila Sabuj Sangha (TMSS).
Bogra-5800
Bangladesh.

Special Qualification:

B.S.S. (Pass) Bachelor of Social Science.
National University of Dhaka Bangladesh.
Year of Passing - 2001.
Result: Third Class (with 437 marks).
Group: Humanities.

Employment History:

Total Year of Experience : 6.7 Year(s)

1. Computer Oparetor (January 10, 2001 - September 1, 2007)

NGO

Company Location : Bogra/Dinajpur
Department: Computer

Duties/Responsibilities:

Diploma:

Course Outline:

1. Introduction to PC & Operating System.
2. Ms. Word.
3. Ms. Excel.
4. Ms. Access.
5. Q-Basic Programming.
6. Power Point.
7. Computer Hardware.

8. Computer Theory.
 9. PC Maintenance & Trouble Shooting.
 From:
 Govt. of the PEOPLE'S REPUBLIC of BANGLADESH
 Dept. of Youth Development,
 Ministry of Youth & Sports.
 Dinajpur.

PROFESSIONAL EXPERIENCE:

1.Period : From 1st August 1998 to 30th August 2002.
 Position :Field Operation Manager.
 Employer :(V.D.O) Village Development Organization.
 Fultola bazar Dinajpur-5200.Bangladesh.

2.Period:From 1st September 2002 to 30thSeptember2004
 Position :Computer Operator.
 Employer :Daily simantabarta.MunshiparaDinajpur-5200.
 Bangladesh.Phone No. 0531-62904, 63559

3.Period: From 10th May 2006 to till date.
 Position :Computer Operator.
 Employer :Thengamara Mohila Sabuj Sangha (TMSS).
 Bogra-5800 Bangladesh.
 Phone No. 051-73563, 73883

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
B.S.S. (Pass) Bachelor of Social Science.	Arts	National University	Third Class	2001
Alim (H.S.C) Certificate Examination	Humanities	Uttrail Alia madrasah	Second Division	1998
Dhakil (S.S.C)Certificate Examination	Humanities	Gohon Gachi Chidikia Madrasah	Second Division	1995

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
PKSF	Data Entry/Operator	Kurigram TMSS Zone Office	Bangladesh	Kurigram	2007	yes
Diploma Computer	1. Introduction to PC & Operating System. 2. Ms. Word. 3. Ms. Excel. 4. Ms. Access. 5. Q-Basic Programming. 6. Power Point. 7. Computer Hardware. 8. Computer Theory. 9. PC Maintenance &	Star Computer	Bangladesh	Dinajpur	2000	yes

	Trouble Shooting.					
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Professional Qualification:

Certification	Institute	Location	From	To
Computer Operator (DSBM)/Accounting/Finance	Thengamara Mohila Sabuj Sangha (TMSS)	Bogra	June 10, 2006	September 14, 2007
Computer Operator	Daily simantabarta	Dinajpur	September 1, 2002	September 30, 2004
Field Operation Manager	(V.D.O) Village Development Organization	Dinajpur	August 1, 1998	August 30, 2002

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 20000
Expected Salary	: Tk. 15,000
Preferred Job Category	: Accounting/Finance, NGO/Development, Waiter/Waitress, Chef/Cook
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Japan, Austria, Canada
Preferred Organization Types	: Banks, College, NGO, Food (Packaged)/Beverage, Tea Garden, Cosmetics/Toiletries/Personal Care

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Education • Health • Micro Finance

Language Proficiency:

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

Personal Details :

Father's Name	: Md.Moslimuddin.
Mother's Name	: Late : Hasna Banu
Date of Birth	: January 25, 1981
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Md. Anisur Rahman. C/O: Md.Moslimuddin.Vill: Gohon Gachi(Kolabary) Post: Komol pur.PS: Kotwali.Dist : Dinajpur-5200.Cell No. 0172-8405852 E-mail:

Current Location : mdanisurrahmananis@yahoo.com
: Dinajpur

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Rofiqul islam	Md. Munjur Rahman
Organization	: TMSS	TMSS
Designation	: Assistant Director	Zanal Head
Address	: TMSS, Fundetion Office Bogra	Kurigaram Zone TMSS
Phone (Off.)	: 05172563	056862488
Phone (Res.)	: 05172563	056862488
Mobile	: 01714049298	01762808382
EMail	: anis_anis@yahoo.com	tmss_panarea@yahoo.com
Relation	: Professional	Professional