

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

Last Updated : **January 5, 2018**

MD. ARIFUL HASAN

Address: C/O- Md. Shariat Ullah, Road No-5, Sector No-- 1, Plot No-5266, Tushardhara
R/A, P/o- Tushardhara, P/s- Kadamtoli, Dhaka- 1362
Home Phone: 01712999522
Office Phone :01712999522
Mobile : 01712999522
email: cuimarif@gmail.com, hasan18_khaled@yahoo.com



Career Objective:

I want myself to prove as an integral part of a dynamic organization with professional development through creating value by utmost honesty, sincerity & commitment to the responsibility.

Career Summary:

I am very quick learner and very much enthusiastic regarding my related job and other`s job.

Employment History:

Total Year of Experience : 7.1 Year(s)

1. Relationship Officer (December 29, 2010 - Continuing)

Eastern Bank Limited

Company Location : Narayanganj

Department: General Banking

Duties/Responsibilities:

Managing all non cash related work in general banking within time frame and help the line manager to ensure Bank's internal policy as well as Bangladesh Bank's policy and regulations are following accordingly. Maintaining regular balancing of deliverable items and comply with the policy.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	International Management	University of Chittagong	CGPA:3.52 out of 4	2008	1 Year
BBA	Management	University of Chittagong	CGPA:3.44 out of 4	2007	4 years
HSC	Commerce	Feni Govt. College, Feni	CGPA:3.2 out of 5	2003	-
SSC	Commerce	The Aided High School, Sylhet	CGPA:3.88 out of 5	2001	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
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Computer Application with MS Office, Networking & Hardware Maintenance		Technical Training Centre	Bangladesh	Chittagong	2008	6 month
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Professional Qualification:

Certification	Institute	Location	From	To
DAIBB	Institute of Bankers of Bangladesh	Sylhet	December 18, 2012	June 29, 2014
JAIBB	Institute of Bankers of Bangladesh	Dhaka	February 8, 2011	April 29, 2012
Internship	Prime Bank Limited	SBC Tower branch, Dilkusha, Dhaka	May 30, 2010	August 29, 2010

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 45000
Expected Salary	: Tk. 30,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Commercial/Supply Chain
Preferred District	: Chittagong, Comilla, Dhaka, Sylhet
Preferred Country	: United Kingdom, United States, Australia, Canada
Preferred Organization Types	: Banks, Telecommunication, Manufacturing (FMCG), Multinational Companies, Overseas Companies

Language Proficiency:

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

Personal Details :

Father's Name	: Md. Shariat Ullah
Mother's Name	: Ferdous Ara Begum
Date of Birth	: September 18, 1985
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: C/O- Md. Shariat Ullah, Road No-5, Sector No-- 1, Plot No-5266, Tushardhara : R/A, P/o- Tushardhara, P/s- Kadamtoli, Dhaka- 1362
Current Location	: Narayanganj

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: A K M Kamrul Hasan Bhuiyan	Shahed Mahmud
Organization	: Asset Development & Holdings Ltd	Eastern Bank Limited

Designation	: Manager General Services Dept.	AVP & Branch Manager
Address	: 91, Gulshan Avenue, Dhaka - 1212	Eastern Bank Ltd. Fenchuganj Branch Fenchuganj, Sylhet
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01730069520	01714000732
EMail	: kamrul@asset.com.bd	mahmudsha@ebl-bd.com
Relation	: Family Friend	Professional