

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

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Md. Emtiaz Hossain

Address: 27/6, Road No:-11/3, Kallyanpur, Dhaka-1207
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Career Objective:

Build a challenging career in this highly competitive work and seek an opportunity to be one of the best skilled in my chosen profession .

Career Summary:

As per Responsibility of Project manager I done completely Success my works. Search Mail for work, Distribution the works on Employee, Take site information from Employee, Make Data update. After done the work successfully I complete billing.

Special Qualification:

Management

Employment History:

Total Year of Experience : 1.1 Year(s)

1. Mid Level (August 1, 2015 - September 1, 2016)

Universal Multi Engineering and Technology Company Limited

Company Location : Delaware Apartment, Floor 6-B, 2/4 Southn Kallyanpur, Mirpur Road, Dhaka-1207.

Department: Telecom Service & Power Relative

Duties/Responsibilities:

Maintain Team, Battery & Rectifier Installation, Commissioning, Troubleshooting, Maintenance, Solar System Maintenance, Survey , Data Collect and Bill Submit etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.Sc	Electrical & Electronic Engineering	Atish Dipankar University of Science and Technology	CGPA:3.26 out of 4	2015	3 Years	I was make a Line Following Robot, which road of traffic is Black Line.
Diploma in Engineering	Telecommunication Technology	Barisal Ideal	CGPA:3.36 out of 4	2012	4 year	Build a challenging

		polytechnic Institute, Barisal.				career in this highly competitive work and seek an opportunity .
SSC	Science	Jaigunnessa Secondary School (1063)	CGPA:3.31 out of 5	2006	2 years	A quick learner with good analysis & honesty.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
LAN Networking	Networking	Barisal Ideal Polytechnic Institute, Barisal.	Bangladesh	Rupatali, Barisal.	2011	2 month
MS Office, Windows operating system, Internet Browsing, Data entry operating, Photoshop, etc.	Computer Training	BSIT Development.	Bangladesh	Barisal police lines.	2011	6 month
PCM, Digital Microwave (SDH & PDH), Optical Fiber, Sub marin cable, Networking, ZTE exchange & G.S.M	Wireless communication	Bangladesh Telecommunications Company Limited.	Bangladesh	Chandmari, Barisal.	2010	6 month

Professional Qualification:

Certification	Institute	Location	From	To
Muhammad Mostafizur Rahaman (Chairman)	Universal Multitude Engineering & Technology Company Limited.	Delqware , Floor 6-B, Kallyanpur, Dhaka-1207	September 1, 2015	September 2, 2016

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 10000
Expected Salary	: Tk. 0
Preferred Job Category	: IT/Telecommunication, Production/Operation, Garments technician/Machine operator, Mechanic/Technician
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Telecommunication

Personal Details :

Father's Name : Md. Imam Hossain
Mother's Name : Aleya Begum
Date of Birth : April 16, 1990
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill+ P.O: Chargorobdi, Via: Boga- Bondor, P.S: Dumki, Dist: Patuakhali.
Current Location : Dhaka

Reference (s):

Name : Md. Mojibur Rahaman
Organization : Businessman
Designation : Brother in law
Address : Khan Telecom(4th floor), Farm
: view supper market , Farmgeat ,
Dhaka- 1215.
Phone (Off.) : 01716539323
Phone (Res.) :
Mobile :
EMail :
Relation : Relative