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

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Address: C/O, Md.Manjur Rahman, House# 3/2 Rondhonu, Building# 49/1, East Chowkidekhi, 1 Rondhonu Road. Sylhet -3100, Bangladesh.

Home Phone: 01713-164819 Mobile: 01712-566423 email:hasanur1982@yahoo.com



As a human resource, I want to proper utilize myself, my knowledge and experiences for the development of organization. Earning new knowledge and want to skilled and build a carrier for the future development. Build a good social network.

#### **Career Summary:**

- Sylhet Cadet College Campus High School, Assistant Teacher, Part time, Sylhet Cadet College, Sylhet
- Prottasha Coaching Center, Teacher (Part time), Own organization, Bypass point. Airport Road, Sylhet.
- Stander Charter Bank, Experienced as a Marketing Officer, Sylhet.

## **Special Qualification:**

- Prottasha Coaching Center, Teacher (Part time), Own organization, Bypass point. Airport Road, Sylhet.
- City Shamazik Shonstha, Working as an International Editor, Sylhet., Voluntary Organization

### **Employment History:**

**Total Year of Experience :** 7.8 Year(s)

1. Assistant Teacher, (May 1, 2010 - Continuing)

Sylhet Cadet College Campus High School, Assistant Teacher, Part time, Sylhet Cadet College, Sylhet

Company Location: Sylhet **Duties/Responsibilities**:

Teaching

# **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Social Sciences(MSS)	Sociology	National University	Second Class, Marks :55%	2010	2	Successfully Passed
Bachelor of Arts	Degree Pass Course	National	Second	2007	3	Successfully

(BA)		University	Class, Marks :52%			Passed
HSC	Humanity	Modon Mohon College, Sylhet	Second Division, Marks :53%	2002	2	Successfully Passed
SSC	Humanity	Airport High School, Sylhet	Second Division, Marks :56%	1999	2	Successfully Passed

#### **Career and Application Information:**

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 12000
Expected Salary : Tk. 18,000

Preferred Job Category : NGO/Development, HR/Org. Development

Preferred District : Anywhere in Bangladesh.

Preferred Organization Types : NGO, Multinational Companies, Public Relation Companies,

Hospital, Hotel, Tea Garden, Real Estate, Group of Companies, Call

Center, Fisheries

#### **Specialization:**

#### **Extra Curricular Activities:**

• Taking junior scholarship examination under City Shamazik Shonstha. • Conducting various programs. • Participate in various cultural programs.

#### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangle	High	High	High
English	High	High	High
Hindi	Low	Low	High

#### **Personal Details:**

Father's Name : Md. Manjur Rahman.

Mother's Name : Jahanara Begum.

Date of Birth : May 30, 1982

Gender : Male

Marital Status : Unmarried

Nationality : Bangladeshi

Religion : Islam (Sunni).

Permanent Address : Vill:-Nouda Kharara; P.O:-Bahalbaria; P.S:-Mirpur; Dist:-Kushtia-7030

Current Location : Sylhet