

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

Last Updated : **July 24, 2016**

MD. KHANDAKAR NAZMUZZAMAN

Address: M.R Khan Tea Estate, Sreemongal, Moulvi Bazar.
Home Phone: 008801715347357
Office Phone :008801969177366
Mobile : 008801873347357
email:sakib2009@gmail.com, sakib_deo@yahoo.com



Career Objective:

To serve in private sector successfully

Employment History:

Total Year of Experience : 11.8 Year(s)

1. Assistant Manager (January 1, 2012 - Continuing)

M.R Khan Tea Estate

Company Location : Sreemongal

Department: Administration

Duties/Responsibilities:

Look After Manufacturing, Inventory, Dispatch

2. Data Entry Officer (February 1, 2006 - October 31, 2011)

BIOPHARMA LIMITED

Company Location : Dhaka

Department: Distribution

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BA (PASS)	Arts	National University	Second Class	2006	-
Diploma in Computer Science And Enge.	Computer Science	NYDTC	CGPA:3.5 out of 5	2001	1 Years
HSC	Arts	Sylhet Education Board	CGPA:1.8 out of 5	2003	2 Years
SSC	Arts	Comilla Education Board	Second Division, Marks :45%	1999	2 Years

Professional Qualification:

Certification	Institute	Location	From	To
Tranning for MIS	Big Bang Limited	Dhaka	March 7, 2011	March 8, 2011

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 14000
 Expected Salary : Tk. 15,000
 Preferred Job Category : General Management/Admin, Production/Operation
 Preferred District : Dhaka, Sylhet
 Preferred Country : United Kingdom, United States
 Preferred Organization Types : Manufacturing (FMCG), Pharmaceuticals

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Data Entry Operator (Bengali) Data Entry Operator (English) Data Entry Supervisor Administration 	Tea Factory All Paper Work, Store Maintenance, All Vat Office Work.

Language Proficiency:

Language	Reading	Writing	Speaking
Eiglish	High	High	Medium
Bangla	High	High	High

Personal Details :

Father's Name : Md. Khandakar Akil Uddin
 Mother's Name : Mrs. Kaniz Fatima Chowdhory
 Date of Birth : June 3, 1982
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill. Guga (tilla Bari). PS & PO. Golopgonj, Sylhet
 Current Location : Sylhet

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>	
Name	: Jahir Ahmed Chowdhury	Md. Saiful Islam	
Organization	: Tea Estate	BioPharma Lab.Ltd	
Designation	: General Manager	Depot In Charge	
Address	: M.R Khan Tea Estate, Sreemongal, Moulvi Bazar	67.Shimul Villa, Shantibag, moulvi bazar	

Phone (Off.)	: 008801711191630	008801714047162
Phone (Res.)	:	
Mobile	: 008801711191630	
E-Mail	:	
Relation	: Professional	Professional