

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

Last Updated : **May 10, 2016**



## Md. Masud Kowsar

Address: Shuravhi 04, Rajpara, Tilagar, sylhet  
Home Phone: 01722103387  
Mobile : 01717879500  
email:masudkowsar@yahoo.com

### **Career Objective:**

To serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies..

### **Special Qualification:**

I am very hard worker , work well under pressure , responsible, efficient and flexible.

### **Employment History:**

**Total Year of Experience : 5.1 Year(s)**

1. **JUNIOR OFFICER ( March 20, 2016 - Continuing)**

**PUBALI BANK LIMITED**

2. **Senior Teacher ( October 19, 2014 - Continuing)**

**Bridge Academy School & College**

Company Location : Shunamganj

Department: Mathematics

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MSc	Mathematics	National University	First Class, Marks :62%	2012	1
BSC	Mathematics	National University	First Class, Marks :65%	2011	4
HSC	SCIENCE	Kulaura Degree College	CGPA:3.5 out of 5	2007	2005-2007
SSC	science	MS HIGH SCHOOL	CGPA:3.88 out of 5	2005	2003-2005

**Professional Qualification:**

Certification	Institute	Location	From	To
Senior Teacher	Shahjalal Uposahar Academy School & College	Sylhet	May 19, 2014	August 21, 2014
Senior Teacher	Pioneer School And College	Amborkhana	July 14, 2012	September 8, 2013

**Career and Application Information:**

Looking For	: Top Level Job
Available For	: Full Time
Present Salary	: Tk. 26000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Customer Support/Call Centre
Preferred District	: Dhaka, MoulaviBazar, Mymensingh, Rangamati, Sunamganj, Sylhet
Preferred Country	: American Samoa, United Kingdom, United States, Australia
Preferred Organization Types	: Banks, Insurance, Investment/Merchant Banking, University, College, Govt./ Semi Govt./ Autonomous body, NGO, Hotel, Immigration & Education Consultancy Service, Overseas Companies, Call Center, Share Brokerage/ Securities House

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• Administrative/Executive</li><li>• Accounting Data Entry</li><li>• Education</li><li>• Teacher/Faculty</li><li>• Math</li><li>• Management</li><li>• Human Resource Management</li><li>• Finance</li></ul>

**Extra Curricular Activities:**

SPECIAL SKILLS IN COMPUTER AND INTERNET

**Language Proficiency:**

Language	Reading	Writing	Speaking
BENGALI	High	High	High
ENGLISH	High	High	High

**Personal Details :**

Father's Name	: Md Nesar Ali
Mother's Name	: Ayesha Siddiqua
Date of Birth	: December 16, 1989
Gender	: Male

Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : vill:rampasha,p/o: rangirkul-3230,p/s: kulaura, district: Moulvibazar  
Current Location : Sylhet

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: MD NESAR ALI	SYED NAZRUL ISLAM
Organization	: PUBALI BANK LTD	PUBALI BANK LTD
Designation	: SPO	DGM
Address	: KULAURA BRANCH	RAJSHAHI BRANCH
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01722103387	
EMail	:	
Relation	: Family Friend	Relative