

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

Last Updated : **April 26, 2017**

## Md. Rashel Mahmud

Address: Md. Rashel Mahmud , Nur Mahal,(3rd floor-D1) Ka-28/1,  
Jagonathpur,Northa,Baridhara, Dhaka. Bangladesh  
Home Phone: 01554755871  
Mobile : 01729604956  
email:rashelmahmud1@gmail.com, rashelmahmud13@yahoo.com



### **Career Objective:**

Executive officer

### **Career Summary:**

Officer (IT & Admin)

### **Special Qualification:**

5 Years Working as a (IT & Roster) Officer in The Eastern Atlas Ltd

### **Employment History:**

**Total Year of Experience : 7.2 Year(s)**

#### **1. officer ( December 6, 2010 - Continuing)**

##### **Eastern Atlas Ltd**

Company Location : House#8 A ,Road#04, Baridhara ,Block# J Dhaka-1212

Department: Admin & IT

##### **Duties/Responsibilities:**

Operating System, Microsoft Office Application,Networking.

Internet E-mail & Roster Entry

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.sc (cse)	Computer Science & Engineering	Atish Dipankar University of Science and Technology	CGPA:2.81 out of 4	2014	3
Diploma in Comouter Engineering	Computer Technology	North Benge Institute Of Technology, Bogra	CGPA:3.29 out of 4	2010	4
SSC	Science	Naodanga High School & collage	CGPA:1.94 out of 5	2003	-

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

Looking For	: Entry Level Job
Available For	: Full Time
Present Salary	: Tk. 18500
Expected Salary	: Tk. 20,000
Preferred Job Category	: General Management/Admin, IT/Telecommunication, Data Entry/Operator/BPO, HR/Org. Development
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: American Samoa, India, Italy, Japan, New Zealand, Thailand, Australia, Mexico, Russia, Singapore
Preferred Organization Types	: Software Company, IT Enabled Service, Computer Hardware/Network Companies, Multinational Companies, Public Relation Companies, Textile, Travel Agent, Real Estate, Overseas Companies, Group of Companies, Research Organization, Mobile Accessories

#### **Personal Details :**

Father's Name	: Md. Afzal Hossain
Mother's Name	: Rahima Khatun
Date of Birth	: September 6, 1986
Gender	: Male
Marital Status	: Unmarried
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Vill-East Fulmoti, Post-Naodanga, P.S-Phulbari, Dist-Kurigram
Current Location	: Dhaka

#### **Reference (s):**

Name	: Md.Manowarul Islam
Organization	: Assistant Professor
Designation	: Jagannath University, Dhaka
Address	:
Phone (Off.)	:
Phone (Res.)	:
Mobile	: Mob-01717816554
EMail	:
Relation	: Family Friend