

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

Last Updated : **November 9, 2016**

Md. Saiful Islam

Address: House no: 31, Road No:-2, Ward No:-5 ,Middle Islam Nagor, Kamrangir Char, Dhaka-1211,Bangladesh.
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Mobile : 01674615637
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Career Objective:

Intense interest to develop career in organization that provides excellent working environment and opportunity to exhibited innate quality and talent that ultimately leads to responsible position in the society.

Career Summary:

Change my Career and Job Sector.

Special Qualification:

Career means to develop all the social humanities activities.

Employment History:

Total Year of Experience : 7.7 Year(s)

1. IT Executive (May 5, 2014 - Continuing)

Prime Islami Life Insurance

Company Location : Motijeel, Dhaka.

Department: IT

Duties/Responsibilities:

Networking

2. Graphics Designer (January 1, 2014 - May 1, 2014)

Sigh-Plus

Company Location : Nilkhet, Dhaka.

Department: Advertising

Duties/Responsibilities:

Design the advertise and also design the website.

3. Marketing Officer. (January 1, 2013 - December 1, 2014)

South Valley Industries LTD.

Company Location : Azimpur, Dhaka.

Department: Marketing.

Duties/Responsibilities:

Collect Order and Posting the order details in software.

4. **Officer (February 10, 2012 - October 7, 2013)**

B.S.T Battery LTD.

Company Location : Kamrangir Char, Dhaka.

Department: IT

Duties/Responsibilities:

Data Entry

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.Sc. in Computer Science	Computer Science & Engineering	World University of Bangladesh	CGPA:3.1 out of 4	2016	4 Years	Pass
Diploma Engineering	Computer	Dhaka Polytechnic institute	CGPA:3.11 out of 4	2011	4 years	Passed

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphics Design		Creative IT ltd	Bangladesh	Dhaka	2011	6 month
web design		Creative IT ltd	Bangladesh	Dhaka	2011	6 month

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 12000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: China, Germany, India, Japan, United States, Australia, Austria, Brazil, Iceland
Preferred Organization Types	: Banks, Design/Printing/Publishing, IT Enabled Service, BPO/ Data Entry Firm, ISP, Computer Hardware/Network Companies, E-commerce

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Computer Operator• Graphic Designer• Web Developer/Web Designer• Hardware & Networking

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details :

Father's Name : Md. Mostafa
 Mother's Name : Nurjahan
 Date of Birth : May 1, 1992
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : House no: 31, Road No:-2, Ward No:-5, Middle Islam Nagor, Kamrangir Char, Dhaka-1212, Bangladesh.
 Current Location : Dhaka