

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

Last Updated : **March 13, 2016**

## Md. Shafiul Bashar

Address: House #06 (2nd floor), Road #06, Janata Housing, West Agargaon, Dhaka.  
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### **Career Objective:**

intend to serve with utmost sincerity that offers challenges to accomplish a mission for achieving certain goals and thus, to create an opportunity to go ahead with an optimum perfection on the way to build my career as a professional in ICT sector.

### **Employment History:**

**Total Year of Experience : 10.5 Year(s)**

1. **Executive Officer (MIS) ( February 1, 2014 - Continuing)**

**Crystal Flexipack Ltd.**

Company Location : Factory: Word No-06, Plot.34/2, Block-A, Trimohani Main Road, Khilgaon, Dhaka.

Department: Accounts & Finance

**Duties/Responsibilities:**

Taking overall support the customer of pharmaceuticals company, transaction every pharma foil solution, printing, packaging, store, Ledger, Quality and Quantity etc manage factory and office, and daily report to management.

2. **Asst. Manager (MIS) ( August 1, 2012 - September 30, 2014)**

**Fast Solution**

Company Location : 220/4B (1st floor), Begum Rokeya Soroni, West Kafrul, Dhaka-1216.

Department: IT

**Duties/Responsibilities:**

Taking overall Technical support responsibilities of ICT support solution for Hardware & Software and corporate sector customers like JICA, LGED, Election Commission, SPARRO etc.

3. **Jr. Executive (MIS) ( April 1, 2008 - July 31, 2012)**

**Techno Care Computers Ltd**

Company Location : SR-223/4, BCS Computer City, IDB Branch, Sher-e-Bangla Nagar, Dhaka-1207.

Department: IT

**Duties/Responsibilities:**

After sales support for Desktop, Laptop Computer operating systems Windows, Linux, Mac for Hardware & Software solution.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BA	Arts	National University	Second Class	2006	03 Years.
HSC	Humanities	Dhaka Board	Third Division	2002	02 Years.
SSC	Science	Dhaka Board	Second Division	1998	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Office Application.	Basic Trade (Short Course).	Banglades Technical Education Board, Dhaka.	Bangladesh.	Gazipur	2012	06 Months
Database Programming.	Basic Trade (Short Course).	Bangladesh Technical Education Board, Dhaka.	Bangladesh.	Tangail	2012	06 Months.
Graphics Design and Mulmedia Programming.	Basic Trade (Short Course).	Bangladesh Technical Education Board, Dhaka.	Bangladesh	Gazipur	2011	06 Months.

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

Looking For	: Top Level Job
Available For	: Full Time
Present Salary	: Tk. 18000
Expected Salary	: Tk. 20,000
Preferred Job Category	: IT/Telecommunication, Customer Support/Call Centre
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Telecommunication, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Multinational Companies, Airline, Satellite TV

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Adobe Photoshop/Illustrator</li> <li>• MySQL</li> <li>• MS Word/Excel/PowerPoint/OneNote</li> <li>• MS Access</li> <li>• Windows XP/2000/ME/98</li> <li>• Windows 2000/2003 Server(s)</li> <li>• Linux</li> <li>• C/Turbo C</li> <li>• Java SE/ J2SE</li> </ul>

- Mac OS

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	Medium
Hindi	Low	Low	Medium

### **Personal Details :**

Father's Name : Md. Mahbub Ali  
 Mother's Name : Firoza Begum  
 Date of Birth : January 30, 1983  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : House #05, Road #01, Ahmadabad Model Area, Mosque Road, Karatia, Tangail.  
 Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mohammad Ferdous	Md. Mokirul Islam
Organization	: Fast Solution	Japan International Cooperation Agency (JICA)
Designation	: CEO	Program Manager
Address	: 220/4B (1st floor), Begum Rokeya Soroni, West Kafrul, Dhaka-1216.	UDAY TOWER (7th floor), Plot No.57 & 57/A Gulshan Avenue (South), Circle-1, Dhaka-1212.
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Phone (Res.)	:	
Mobile	: +88 017 11679465	+88 017 13091115
Email	:	
Relation	: Relative	Professional