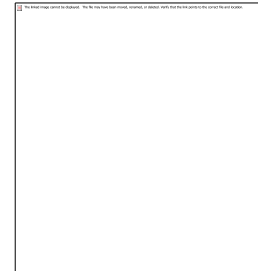


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 4, 2017**

Mohammad Quamrul Hassan

Address: C/O : Riaz Uddin Ahmed, 175 (Old-61/3A) Modhumita Road, P.O : Monnu Nagar,
P.S : Tongi, Dist : Gazipur-1710.
Home Phone: 9802681
Mobile : 01711589507
email:loban123@gmail.com, loban123@gmail.com



Career Objective:

To have a prospective position in any National or International Organization to enjoy challenging career, achievement in profession, Scope of creativity time bound task and a handsome remuneration.

Career Summary:

01. To work in an environment where I can exercise my professional and academic background in order to develop extends and upgrades my exiting experience.
02. Strong desire to distinguish my self through innovative, self motivate and leadership skill.
03. Have a plan to attain any training or higher study in abroad for increasing my performance and skilled to utilize it in my practical life.

Employment History:

Total Year of Experience : 15.9 Year(s)

1. SENIOR EXECUTIVE (August 20, 2013 - Continuing)

DBL GROUP

Company Location : BGMEA Complex, 23/1, Karwan Bazar, Dhaka

Department: COMMERCIAL

Duties/Responsibilities:

01. Process BTB LC, Cash LC, TT/ FDD opening
02. Fill up Forms, e.g. LC opening and LCAF form
03. Check PI and BTB / Cash LC draft
04. Operate portal entry (BTB LC, TT, FDD)
05. Prepare and Submit Bank Documents
06. Follow up as per Bank submission statement Prepare other commercial documents as per the supervisor guide line
07. In house back to back PI issue & Document submit Bank Etc

2. IT Engineer & Computer Operator (February 1, 2009 - July 31, 2014)

Total Group

Company Location : 176, Bijoy Sarone, Dhaka

Department: IT

Duties/Responsibilities:

01. Data Entry to Tally Software.
02. Maintenance to our all Computer Networking, Hardwearing & Software Problem solved.

03.Graphic Design to our All leftlate, Calendar etc. .

3. **Accounts Officer-Cum-Computer Operator (September 1, 2006 - December 31, 2008)**

Marico Bangladesh Limited

Company Location : Banani, Dhaka

Department: Accounts

Duties/Responsibilities:

- i) Microsoft Word, Microsoft Excel
- Microsoft PowerPoint, Microsoft Access.
- ii) Computer Graphic Design.
- iii) Web Design.
- iv) Computer Hardware Engineering
- v) Accounts Software operator-SAP

4. **Computer Operator -Cum- Accounts Officer. (January 1, 2003 - August 31, 2006)**

Ahmed Business Associates.

Company Location : Dhanmondi

Department: Accounts

Duties/Responsibilities:

- i) Microsoft Word, Microsoft Excel
- Microsoft PowerPoint, Microsoft Access.
- ii) Computer Graphic Design.
- iii) Web Design.
- iv) Computer Hardware Engineering

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Com	Management	Anandomohan College, Mymonshing	Second Class, Marks :50%	2004	N/A	N/A
B.Com	Management	Anandomohan College, Mymonshing	Second Class, Marks :50%	2003	N/A	N/A
HSC	Commers	Uttara Anowara College, Uttara, Dhaka	First Division, Marks :60%	2000	N/A	N/A
SSC	Commers	Motijheel Model High School, Motijheel, Dhaka	First Division, Marks :86%	1998	N/A	N/A

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer	MS Office,Hardware Engineering,Operating System Windows 98/200/XP Pro,Internet	Arina Multimedia	Bangladesh	Dhanmondi	2001	N/A

	Application (E-mail Browsing Etc).					
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Professional Qualification:

Certification	Institute	Location	From	To
Computer Hardware Engineer, Office, Etc	Arina Multimedia	Gulshan-2	April 1, 2005	August 19, 2006
Computer Hardware Engineer, Office, Etc	Arina Multimedia	Gulshan-2	April 1, 2005	August 19, 2006

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 25000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Data Entry/Operator/BPO, Customer Support/Call Centre
 Preferred District : Dhaka, Gazipur, Jamalpur, Mymensingh
 Preferred Country : Canada
 Preferred Organization Types : Telecommunication, Design/Printing/Publishing, Computer Hardware/Network Companies

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> Telecommunication Service

Language Proficiency:

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

Personal Details :

Father's Name : Riaz Uddin Ahmed
 Mother's Name : Kohinoor Brgum
 Date of Birth : January 1, 1983
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : C/O : Riaz Uddin Ahmed, 175 (Old-61/3A) Modhumita Road, P.O : Monnu Nagar, P.S : Tongi, Dist : Gazipur-1710.
 Current Location : Gazipur

Reference (s):

	<u>Reference: 01</u>
Name	: Md.Kahirul Alam Tulakder
Organization	: Marico Bangladesh Limited
Designation	: Accounts Manager
Address	: House-01, Road # 01, Sector # 01, Uttara, Dhaka.
Phone (Off.)	: 01714047492
Phone (Res.)	: 9802681
Mobile	: 01714047492
EMail	: khairula@maricobangladesh.net
Relation	: Relative

	<u>Reference: 02</u>
	Riaz Uddin Ahmed
	Biman Bangladesh Airline Manager
	Bolaka Bobon, Airport, Dhaka.
	1915885545
	9802681
	1915885545
	riaz22@gmail.com
	Relative