

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

Last Updated : **October 18, 2017**

Mohammed Nurul Ashraf Rashed

Address: House no-03, Road no-03, Block-A, Shahjalal Uposhahar, Sylhet-3100.
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Career Objective:

Confident and creative professional with remarkable leadership skill combined with ability to motive, commitment to organizational objective within a highly competitive and rapidly changing market place.

Employment History:

Total Year of Experience : 5.3 Year(s)

1. Patient Counselor/Customer Care Manager (November 1, 2012 - Continuing)

Sylhet Womens Medical College Hospital

Company Location : Sylhet, Bangladesh

Department: Management

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Marketing	Leading University, sylhet	CGPA:3.63 out of 4	2012
BBA	Marketing	Leading University, sylhet	CGPA:3.18 out of 4	2010
HSC	Arts	Sylhet Govt. College, Sylhet.	CGPA:2.4 out of 5	2006
SSC	Science	Shahjalal Jamia Islamia School and College, Sylhet.	CGPA:3 out of 5	2004

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internee Ship Program	A study on the front desk services of Prime Bank Ltd,	Prime Bank Ltd, Sylhet Branch, Sylhet.	Bangladesh	Sylhet	2010	90 Days

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Customer Support/Call Centre
 Preferred District : Sylhet
 Preferred Organization Types : Banks, Insurance, Telecommunication, IT Enabled Service, Embassies/Foreign Consulate, Market Research Firms, Consulting Firms, Direct Selling/Marketing Service Company, Group of Companies, Call Center, Tobacco

Language Proficiency:

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

Personal Details :

Father's Name : Md. Rais Uddin
 Mother's Name : Manoara Begum
 Date of Birth : June 2, 1989
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam (Sunni)
 Permanent Address : Do
 Current Location : Sylhet

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>
Name	: Md. Ejaj Hussain	Md. Faisal Mohammed Shahriar
Organization	: Prime Bank Ltd.	Leading University
Designation	: Executive Vice President	Associate Professor
Address	: Elephant Road Branch, Dhaka	Madhuban (3rd, 4th & 5th floor), Bondor Bazar, Sylhet.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801711311734	+8801199303797
EMail	:	
Relation	: Relative	Academic