

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

Last Updated : **January 10, 2018**

## Mohammed Liakot Ali

Address: House No:27,Road No:01,Shahporan R/A,khadimnagar,sylhet.  
Home Phone: 01670605976  
Mobile : +8801716073909  
email:liakot909@yahoo.com, liton.sylhet@gmail.com

### **Career Objective:**

To work in a reputed organization where I can use my inter-personal strength, knowledge and experience to build up my career which will be both beneficial for the organization and myself.

### **Career Summary:**

To work in a reputed organization where I can use my inter-personal strength, knowledge and experience to build up my career, which will be both beneficial for the organization and myself.

### **Employment History:**

**Total Year of Experience : 4.8 Year(s)**

#### **1. Executive ( December 1, 2013 - Continuing)**

##### **Quality Foods**

Company Location : Pirerchok,Khadimnagar,Sylhet.  
Department: Administration & Accounts

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

Accounts Maintaining and Customer Service

#### **2. Executive ( April 1, 2013 - November 30, 2013)**

##### **Adlink (Pvt.) Ltd.**

Company Location : Mirzajungle,Sylhet  
Department: Accounts

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

Maintaining All Accounts Related Work & VAT

### **Academic Qualification:**

| Exam Title | Concentration/Major | Institute           | Result                   | Pas.Year | Duration |
|------------|---------------------|---------------------|--------------------------|----------|----------|
| MBS        | Accounting          | National University | Second Class, Marks :55% | 2013     | 1 years  |
| BBS        | Accounting          | National University | Second Class, Marks      | 2011     | 4 years  |

|     |                  |   |                   |      |   |
|-----|------------------|---|-------------------|------|---|
|     |                  |   | :50%              |      |   |
| HSC | Business Studies | Chittagong Govt. City college, Chittagong             | CGPA:3 out of 5   | 2004 | 2 |
| SSC | Business Studies | Bangladesh Railway government high school, Chittagong | CGPA:3.5 out of 5 | 2002 | - |

#### **Training Summary:**

| Training Title       | Topic | Institute  | Country    | Location | Year | Duration |
|----------------------|-------|------------|------------|----------|------|----------|
| VAT,Audit & Accounts |       | bdjobs.com | Bangladesh | Dhaka    | 2013 | 1 Day    |

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

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 35000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Accounting/Finance  
 Preferred District : Chittagong, Dhaka, Sylhet  
 Preferred Country : Netherlands, New Zealand, Norway, Qatar, Saudi Arabia, United Kingdom, United States, Kuwait, Switzerland, United Arab Emirates  
 Preferred Organization Types : Banks, Telecommunication, Garments, Share Brokerage/ Securities House, Garments Accessories

#### **Language Proficiency:**

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bengali  | High    | High    | High     |
| English  | High    | High    | Medium   |

#### **Personal Details :**

Father's Name : Mohammed keramot ali  
 Mother's Name : Monoura Begum  
 Date of Birth : March 10, 1987  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill-Pillakandi,P/O- Shorifgong,P/S- Zokigong,Dist- Sylhet  
 Current Location : Sylhet

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

|              | <b><u>Reference: 01</u></b> | <b><u>Reference: 02</u></b> |
|--------------|-----------------------------|-----------------------------|
| Name         | Ahmadur Rashid Chowdhury    | Md.Rezaur Rahman            |
| Organization | Eastern Bank Ltd.           | The City Bank Limited       |
| Designation  | Senior Principal officer    | Branch Manager              |

|              |                               |                               |
|--------------|-------------------------------|-------------------------------|
| Address      | : Moulovibazar branch, Sylhet | Amborkana Branch,Sylhet       |
| Phone (Off.) | :                             |                               |
| Phone (Res.) | :                             |                               |
| Mobile       | : +8801741585107              | 01711036000                   |
| EMail        | : chowdhuryar@ebl-bd.com      | rezaur.rahman@thecitybank.com |
| Relation     | : Family Friend               | Others                        |