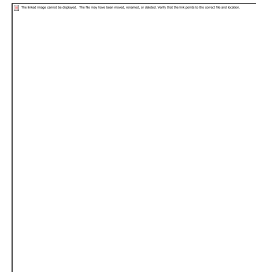


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 2, 2015**

Muhammad Ebaydur Rahman

Address: House no:03,Minister Abdul Hamid Road,Pathantula, Sylhet.
Office Phone :031752300
Mobile : 01732633533
email:rahmanmithu@yahoo.com, rahmanmithu@yahoo.com



Career Objective:

To enrich my knowledge and expertise as an executive where I can utilize my skills, implement my thinking and learning and meet new challenge to stay ahead of ever-changing market

Career Summary:

Working as a Executive(Sales & Marketing in BBS Cables Ltd. From 01st November 2013 to till now. Worked as a Commercial Officer from March 09th 2003 to 30.10.2013 in SEAMARK (BD) LIMITED, One of the largest UK based multinational Company.

Special Qualification:

Diploma in Computer

Employment History:

Total Year of Experience : 15.0 Year(s)

1. Executive (November 1, 2012 - Continuing)

BBS Cables Ltd

Company Location : Gazipur, Dhaka
Department: Sales and Marketing

2. Commercial Officer(Export/Distribution/customer service/Product development) (March 9, 2003 - October 31, 2012)

Seamark(BD)ITD.

Company Location : Chittagong
Department: Commercial

Duties/Responsibilities:

Preparation / Collection of sales contract .]
Communicating sales notes to factories.]
Declaration of lots / consignment and collection of certificate from quality control office.]
Supervision of container booking.]
Arranging survey as per LC clause and obtaining certificate thereof.]
Ensuring other formalities as required for shipment purpose.]
Preparation, finalization of complete export documents and to hand over the same to Finance / Accounting Manager for negotiation.]
Monitoring finished stock ready for shipment]

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.S.S	Public Administration	University of Chittagong	Second Class, Marks :46%	1997	1996
M.S.S	Public Administration	University of Chittagong	Second Class, Marks :46%	1997	1996
B.S.S(Honours)	Public Administration	University of Chittagong	Second Class, Marks :48%	1996	1993-94
B.S.S(Honours)	Public Administration	University of Chittagong	Second Class, Marks :48%	1996	1993-94
HSC	Humanities	Chittagong College,Ctg.	First Division, Marks :66%	1993	1991-92
HSC	Humanities	Chittagong College,Ctg.	First Division, Marks :66%	1993	1991-92
SSC	Humanities	Bangladesh Rail Way GOVT.High School,Pahartali,Chittagong	Second Division, Marks :57%	1991	1989-90
SSC	Humanities	Bangladesh Rail Way GOVT.High School,Pahartali,Chittagong	Second Division, Marks :57%	1991	1989-90

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 21500
 Expected Salary : Tk. 15,000
 Preferred Job Category : Commercial/Supply Chain, Marketing/Sales
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Japan, Jordan, Taiwan, United Kingdom, United States, Uruguay, Yemen, United Arab Emirates, United States Virgin Islands, Western Sahara
 Preferred Organization Types : Banks, Investment/Merchant Banking, NGO, Clearing & Forwarding (C&F) Companies, Multinational Companies, Newspaper/Magazine, Embassies/Foreign Consulate, Consulting Firms, Manpower Recruitment, Indenting Firm, Freight forwarding, Group of Companies

Language Proficiency:

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

Personal Details :

Father's Name : Muhammad Ibrahim
 Mother's Name : Musammat Jamila Khatun
 Date of Birth : February 10, 1975
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Borokapon. PO+PS: Kulaura, Dist: Moulvibazar.
 Current Location : Chittagong