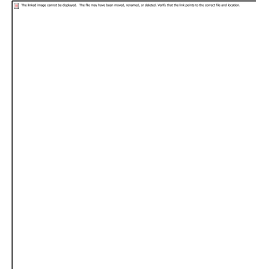


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **January 15, 2012**

## Muhammed Mangur Hayder

Address: Road no-19,Sector-14,Block-C,House-23,5th floor,Uttara,Dhaka  
Home Phone: 01713211080  
Office Phone :01944711116  
Mobile : 01711318335  
email:mmhayder.13@gmail.com, mmhayder.13@gmail.com



### **Career Objective:**

Administrative

### **Career Summary:**

Sales,administration,

### **Special Qualification:**

(Executive)MBA

### **Employment History:**

**Total Year of Experience : 12.2 Year(s)**

#### **1. Business Coordinator ( October 1, 2011 - Continuing)**

##### **5R3M Company Limited**

Company Location : Mirpur 14,Kafrul,Dhaka

Department: Marketing

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

Coordinate Business and Sales Team.

#### **2. Admission Officer ( June 1, 2011 - September 30, 2011)**

##### **College of Fashion Technology & Management**

Company Location : House no-2,Road no-12,Sector-6,Housebuilding,Dhaka

Department: College Administrative

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

Business,College Management,Class Coordinate,Counseling,Technical Maintenance etc

#### **3. Officer Grade II ( May 3, 2007 - April 17, 2011)**

##### **BRAC Bank Limited**

Company Location : Regional Operating Center(ROC),Sylhet

Department: General Administration & Infrastructure Services

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

Branch Asset Monitoring & Maintenance,Branch Security monitoring,Logistic Support,Procurement Support,Infrastructure Management,Infrastructure development.

4. **Business Coordinator(Executive) ( October 10, 2005 - April 30, 2007)**

**BRAC Bank Limited**

Company Location : Zindabazar Branch

Department: Retail Banking

**Duties/Responsibilities:**

Account Opening, Deposit collection, Transactional A/C collection, Sales Team coordination, Leading, Leadership.

**Academic Qualification:**

Exam Title	Concentration /Major	Institute	Result	Pas.Year	Duration	Achievement
BA(Pass)	Arts	Modonmuhon College, Sylhet	Third Class, Marks :40%	1996	24 month	3rd Division
HSC	English, Echnomics, Political Science	Sylhet Gov't College, Sylhet	Second Division, Marks :45%	1993	24months	2nd Division
SSC	Bangla, English, Math,	The Aided High School, Sylhet	Second Division, Marks :50%	1991	12months	2nd division

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
BIBM	Bank Management	Bangladesh Institute of Bank Management	Bangladesh	Dhaka	2009	10 days

**Professional Qualification:**

Certification	Institute	Location	From	To
BIBM	BIBM	Mirpur-2	July 26, 2009	August 6, 2009

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 20000  
Expected Salary : Tk. 30,000  
Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization Types :

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>Administration</li><li>Human Resources</li></ul>

- Marketing.
- Security
- Store

#### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Local Accent	High	High	High

#### **Personal Details :**

Father's Name : Azizur Rahman Ahmed  
 Mother's Name : Husneyara Begum  
 Date of Birth : March 13, 1976  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Dishari R/A, MAhmud Tower, 4th floor, Hawapara, Sylhet  
 Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Major. Abdullah Al Mamoon	Rabiul Haque
Organization	: BRAC BANK Limited	The City Bank
Designation	: Head of Enterprise	Head of Infrastructure Management
Address	: Anik Tower, Tezgaun, Dhaka	Head Office, Gulshan-2
Phone (Off.)	: 01713030333	01974010444
Phone (Res.)	: 01713030333	01974010444
Mobile	: 01713030333	01974010444
EMail	: abdullah.al.mamoon@bracbank.com	rabiul.haque@thecitybank.com
Relation	: Professional	Professional