

Applied For: **IT Executive (Sylhet)**

Last Updated : **January 10, 2018**

## PARVEZ MIYA

Address: Dandabor, Savar Cantonment, Asulia, Dhaka  
Home Phone: 01671000909  
Mobile : 01701312603  
email: soyonparvez@gmail.com



### **Career Objective:**

I am seeking a career oriented job, where I am able to contribute to the organization, by integrating my knowledge and skills to add value to that organization and improve myself.

### **Employment History:**

**Total Year of Experience : 3.8 Year(s)**

#### **1. Assistant Project coordinator ( October 1, 2016 - Continuing)**

##### **ISOL TILOTOMA CONSORTIUM LTD**

Company Location : Bonani

Department: Sourcing

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

- \* Preparing Quotation for Tender.
- \* Duty & Freight calculation.
- \* Overhead Calculation.
- \* Budgetary Control of cost.
- \* Drawing Study.
- \* Coordinator with client.
- \* Followup with different source.
- \* Forecasting Cash flow Statement.
- \* Profit Calculation of Project & negotiations with Clients.
- \* Preparing bill.
- \* Preparing L/C PI.

#### **2. Manager ( July 1, 2015 - September 30, 2016)**

##### **ST TRIMS & FASHION HOUSE**

Company Location : Savar, Dhaka

Department: Commercial & Accounts

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

- \* Preparing Production Statement.
- \* Coordinator with client.
- \* Followup with different source.
- \* Preparing bill.

- \* Followup with Factory.
- \* Preparing bill.

### 3. Executive ( January 1, 2015 - July 1, 2015)

#### **DEBONAIR LIMITED**

Company Location : Gorat, Sarker Market Road, Ashulia, Dhaka-1341

Department: Commercial

### 4. Internee ( August 7, 2014 - August 12, 2014)

#### **Prime Bank limited**

Company Location : Prime Bank limited , Ganakbari Branch

Department: general Banking & foreign Exchange

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

Maintaining FDBC register Book, opening LC , LC advising , BOE endorsement & opening saving and current account

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
BBA	Finance	Northern University Bangladesh	Second Class	2014	2010-2014	2.92
HSC	Business Studies	Savar cantonment Public School and collage [Foreign Institute]	First Division	2009	2007-2009	4.30
SSC	Business Studies	Savar cantonment borad high School	First Division	2007	-	4.38

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

Looking For : Entry Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 18,000  
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization Types :

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : MIntu miya  
 Mother's Name : Saleha Begum

Date of Birth : June 5, 1992  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Dandabor,Savar Cantonment,Asulia,Dhaka  
Current Location : Dhaka

**Reference (s):**

Name : Ms. Afia Akter,  
Organization : Northern University Bangladesh  
(NUB)  
Designation : Senior Lecturer  
Department of Business  
Address : Administration Northern University  
Bangladesh (NUB)  
Phone (Off.) :  
Phone (Res.) :  
Mobile :  
EMail : afia\_t@yahoo.com  
Relation : Academic