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

Last Updated: December 29, 2015



Address: 60,1st floor ,westkazipara,mirpur,Dhaka

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# **Career Objective:**

Achieving dynamic & challenging job to utilize my academic background and potentiality for the interest of the company as well as career and to get respectable position in the related field by devoting myself to the maximum extent of my capacity.

#### **Career Summary:**

I am a business graduate and working as a medical information officer in becon pharmacutials limited.

## **Special Qualification:**

Member of Bishaw shahitto kandro Bangladesh

## **Employment History:**

**Total Year of Experience :** 6.0 Year(s)

#### 1. Technical service officer (February 1, 2013 - Continuing)

# **Renata Limited**

Company Location: Plot No. 1, Milk Vita Road, Section-7, Mirpur, Dhaka-1216, Bangladesh

Department: sales

# **Duties/Responsibilities:**

01. Achieve Sales Target as per company policy.

02. Frequent visits for existing and prospective clients in the assigned territory.

03. Identify new market opportunities.

## 2. Medical information officer ( December 14, 2011 - January 1, 2013)

# Beacon pharmaceutical

Company Location: 153-154, Tejgaon I/A Dhaka-1208, Bangladesh

Department: sales

# **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
ВВА	Finance	Atish Dipankar University of Science and Technology	CGPA:3.5 out of 4	2008	4 years

hsc	science	Gurudoial Govt. Collage Kishoregonj	CGPA:2.8 out of 5	2003	2 years
SSC	science.	Kishoregonj Govt. High School Kishoregonj	CGPA:3.25 out of 5	2001	2 year`s

# **Career and Application Information:**

Looking For : Entry Level Job Available For : Full Time Expected Salary : Tk. 0

Preferred Job Category : Marketing/Sales

Preferred District : Anywhere in Bangladesh.

Preferred Country : Greece, India, Afghanistan, Australia

Preferred Organization Types : Banks, Insurance, College, Event Management, Govt./ Semi Govt./

Autonomous body, Buying House, Hotel, Food (Packaged)/Beverage

# **Language Proficiency:**

Language	Reading	Writing	Speaking
bangoli	High	High	High
English	High	Medium	Medium
HIndi	Low	Low	Medium

## **Personal Details:**

Father's Name : Rakhal acherjee

Mother's Name : Shova rani acherjee

Date of Birth : April 23, 1985

Gender : Male

Marital Status : Unmarried

Nationality : Bangladeshi

Religion : sonaton(Hindu)

Permanent Address : station road, kishoregonj

Current Location : kishoreganj