

Applied For: **Wordpress Developer**

Last Updated : **October 17, 2017**

## RAISUL ISLAM SUJON

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### **Career Objective:**

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself

### **Special Qualification:**

Computer Literacy  
Fluent in English Language

### **Employment History:**

**Total Year of Experience :** 1.1 Year(s)

#### 1. **Executive Admin ( April 2, 2016 - April 30, 2017)**

##### **Oasis Diagnostic & Consultation Center**

Company Location : Stadium Market Rikabibazar , sylhet. 3100

Department: Administration

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

1. Monitor & maintain leave & attendance on daily basis.
2. Handling Disciplinary & Grievance, employee relation issues.
3. Internal and external meeting arrangement,
4. Prepare weekly schedules and track appointments and other events.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration (MBA)	tourism and hospitality management	University of Dhaka	Enrolled	2019	2
BBA	Finance & Banking	Leading University, Sylhet	CGPA:3.23 out of 4	2015	4
HSC	Science	jalalabad college ,sylhet	CGPA:3.7 out of 5	2011	2
Dakhil	Science	shahjalal jamea islamia	CGPA:5 out of 5	2009	10

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	General Banking, Remittance, Retail Operations, Alternate Delivery Channel ( ADC), Investment	Islami Bank Bangladesh Limited ( IBBL)	Bangladesh	Sylhet Branch, Taltola	2015	90 days

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

Looking For : Entry Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 25,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Customer Support/Call Centre  
 Preferred District : Chittagong, Dhaka, Habiganj, MoulaviBazar, Narayanganj, Sylhet  
 Preferred Country : Germany, Ireland, New Zealand, United Kingdom, United States, Canada, Switzerland, United Arab Emirates  
 Preferred Organization Types : Banks, Insurance, College, Event Management, Multinational Companies, Garments, Direct Selling/Marketing Service Company, Call Center

#### **Extra Curricular Activities:**

Former Vice-President, Creative Club of Leading University Former Organizing Secretary at Community Voluntary Group ( CVG ) Former Executive member of Leading University Debating Club

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Md. Shajur Ali  
 Mother's Name : Saleha kamila  
 Date of Birth : August 27, 1994  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : 87 Paira, Dorgha Moholla, Sylhet  
 Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Tanvir Ahmad Toropder	Md. Zahed Hossain
Organization	: Ministry of Foreign Affairs	Leading University, Sylhet
Designation	: Assistant Secretary	Senior Lecturer
Address	: Segunbagicha, Dhaka-1000	Surma Tower, Taltola, Sylhet
Phone (Off.)	:	

Phone (Res.)	:		
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Relation	:	Academic	Academic