

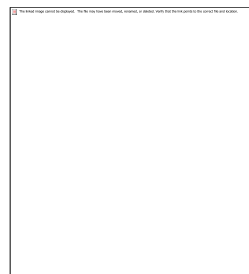
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Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 2, 2017**

Rajib Biswas

Address: Ponitulla pollobi Residentiel Area, Block - A, House No - 32/4, Sylhet - 3100.
Mobile : 01746732769
email:rajibbiswas79@yahoo.com



Career Objective:

Seeking employment which will allow me to grow professionally, while being able to utilize my strong organizational, educational, and exceptional people skills.

Employment History:

Total Year of Experience : 4.7 Year(s)

1. Inventory & Cash Managment Officer (March 30, 2014 - Continuing)

ACI Logistic Ltd (Shawpno)

Company Location : Pathantulla Branch ,Sylhet
Department: Accounts Division

2. Customer Care Representative (Banglalink) (October 1, 2011 - July 31, 2012)

Banglalink

Company Location : M/S Shah Enterprise, Dorgagate, Sylhet.
Department: Banglalink point

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Accounting	Leading University, Sylhet.	CGPA:3.12 out of 4	2011
MBS	Management	Madan Mohan collage, sylhet.	Second Class, Marks :48%	2009
B.B.S.	Business Studies	Madan Mohan College, Sylhet.	Second Class, Marks :46%	2007
HSC	Science	Madan Mohan College, Sylhet.	Second Division, Marks :46%	2003

SSC	Science	Pathantulla Dipakkhik High School, Sylhet.	Second Division, Marks :53%	1999
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Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 15,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Telecommunication, Software Company, NGO, Multinational Companies, Textile, Audit Firms /Tax Consultant, Airline, Tea Garden, Group of Companies, Tobacco, Share Brokerage/ Securities House

Language Proficiency:

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

Personal Details :

Father's Name : Rangalal Biswas
 Mother's Name : Smriti Biswas
 Date of Birth : November 24, 1983
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Hindu
 Permanent Address : Village - Choygory, Post office - Sunashar, Thana - Zokigong, District - Sylhet.
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Bashir Ahmed Bhuiyan	Foni Bhuson Roy
Organization	: Leading University, Sylhet.	Department of Narcotics Control, Sylhet
Designation	: Head of Business Administration.	Inspector
Address	: Moduban Market, Bondor Bazar, Sylhet.	Kulaura Circle, Mulovibazar
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01196000184	01717508745
EMail	:	
Relation	: Academic	Relative