

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

Last Updated : **July 25, 2016**

Razib Hossain

Address: C/O Faysal Hossain, Exalt institute of Technology, B.B. girls school road ,Tangail
Home Phone: 01766143269
Mobile : 01924034573
email:razib2021@gmail.com, razib2021@gmail.com

Career Objective:

To work in an environment where there is an opportunity of self-assessment and Self-improvement in both individual and group basis to flourish my capability Of bringing benefits for all.

Special Qualification:

Electronics Trad course form Department of Youth Development

Employment History:

Total Year of Experience : 8.0 Year(s)

1. Jr. Instructor (October 1, 2010 - Continuing)

Exalt Institute of Technology

Company Location : B.B.girls school road ,Tangail

Department: Computer

Duties/Responsibilities:

Teaching and computer lab incharge

2. Trainee (February 2, 2010 - September 30, 2010)

Tangail Calling

Company Location : Victoria Road, Tangail.

Department: Computer

Duties/Responsibilities:

Trained Up Trainee

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|------------------------|---------------------|---|--------------------|----------|----------|---------------|
| Diploma In Engineering | Computer | Exalt Institute Of Technology , Tangail | CGPA:3.68 out of 4 | 2010 | 4 Years | 1 st Position |
| SSC | Science | Kanchanpur Kimmat Ali Golam Rabbani | CGPA:3.31 out of 5 | 2006 | - | - |

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|--|--|------------------|--|--|--|--|
| | | Khan High School | | | | |
|--|--|------------------|--|--|--|--|

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|--------------------|--|--|------------|----------|------|----------|
| Certificate Course | Graphics, Networking, Hardware & Electronics | Department of Youth Development , Ministry of Youth & Sports | Bangladesh | Tangail | 2009 | 6 Months |

Career and Application Information:

| | |
|------------------------------|---|
| Looking For | : Entry Level Job |
| Available For | : Full Time |
| Present Salary | : Tk. 10000 |
| Expected Salary | : Tk. 15,000 |
| Preferred Job Category | : IT/Telecommunication, Data Entry/Operator/BPO, Data Entry/Computer Operator, Chef/Cook |
| Preferred District | : Anywhere in Bangladesh. |
| Preferred Country | : Japan, Malaysia, Australia, Austria, Canada, Denmark, France, Russia, Singapore, Zambia |
| Preferred Organization Types | : College, Computer Hardware/Network Companies, Engineering Firms, Group of Companies |

Language Proficiency:

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

Personal Details :

| | |
|-------------------|--|
| Father's Name | : Faysal Hossain |
| Mother's Name | : Romela Begum |
| Date of Birth | : November 24, 1990 |
| Gender | : Male |
| Marital Status | : Married |
| Nationality | : Bangladeshi |
| Religion | : Islam |
| Permanent Address | : Vill. Purba Pouly, Post. Khaliajany, P.S. Bashail, Tangail |
| Current Location | : Dhaka |

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|----------------------------------|----------------------------------|
| Name | : Aminur Rahman | Mainul Islam |
| Organization | : Dutch-Bangla Bank Ltd. | TUBA Group |
| Designation | : A R O | Security Officer |
| Address | : 72, Gulshan Avenue, Dhaka-1212 | Ananda Nagar , Badda, Dhaka-1212 |
| Phone (Off.) | : | |

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|--------------|---|--------------------|-------------|
| Phone (Res.) | : | | |
| Mobile | : | 01823353559 | 01823232966 |
| EMail | : | aminur24@gmail.com | |
| Relation | : | Others | Others |