

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

Last Updated : **April 11, 2013**

Rebeka Sultana Chowdhury

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Career Objective:

To start career with a suitable position with scope for utilisation of academic knowledge & opportunities to develop with sincerity, integrity & utmost labour.

Career Summary:

Fresher

Employment History:

Total Year of Experience : 0.3 Year(s)

1. Intern (March 20, 2011 - June 20, 2011)

Uttara Bank Limited

Company Location : Amberkhana, Sylhet

Department: General Banking

Duties/Responsibilities:

Account Opening, Foreign Remittance, Clearing

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration	Finance	Shahjalal University of Science & Technology	CGPA:3.3 out of 4	2010	2009-2010	-
Bachelor of Business Administration	Finance	Shahjalal University of Science & Technology	CGPA:3.64 out of 4	2009	2005-2009	Get University Scholarship for being 5th in 2nd Year Examination, for being 3rd in 3rd year exam
HSC	Science	Sylhet M.C College	CGPA:4.4 out of 5	2005	2003-2004	-
SSC	Science	Sylhet Pulp & Paper	CGPA:4.75 out of 5	2003	2001-2002	Get Zila Porishad

		Mills High School				Scholarship
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Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 18,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Education/Training
 Preferred District : Dhaka, Sunamganj, Sylhet
 Preferred Country : Germany, Italy, Qatar, United Kingdom, United States, Australia, British Virgin Islands, Canada, Luxembourg, Switzerland
 Preferred Organization Types : Banks, Leasing, Investment/Merchant Banking, Telecommunication, University, College, Govt./ Semi Govt./ Autonomous body, NGO, Multinational Companies, Embassies/Foreign Consulate, Overseas Companies, Group of Companies

Specialization:

Extra Curricular Activities:

Participate in several competition

Language Proficiency:

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

Personal Details :

Father's Name : Tofajjal Haque Chowdhury
 Mother's Name : Lutfa Khanam Chow.
 Date of Birth : April 30, 1988
 Gender : Female
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Akota 183/2, Noroshing Tilla, Bagbari, Sylhet-3100
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Mizenur Rahaman	Syed Towfiq Mahmood Hasan
Organization	: Shahjalal University of Science & Technology	Shahjalal University of Science & Technology
Designation	: Assistant Professor	Assistant Professor
Address	: Mohammad Mizenur Rahaman , Assistant Professor, Department of Business Administration, Shahjalal University of Science & Technology	Syed Towfiq Mahmood Hasan Assistant Professor, Department of Business Administration Shahjalal University of Science & Technology
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Relation	:	Academic		Academic