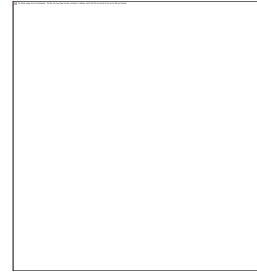


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **February 21, 2012**

Refaat Islam Reme

Address: House#86, len #3 bazar moshjid road, kawlar dhaka
Home Phone: +2 8957894
Mobile : 01918338389
email:reme.rafaat@gmail.com, reme19@yahoo.com



Career Objective:

To prove myself as a quick learner and highly energetic person to face any challenge in the field of Telecommunication & IT where the contribution will be acknowledged, if would be given an opportunity

Employment History:

Total Year of Experience : 10.8 Year(s)

1. **managment Assistant (July 14, 2011 - Continuing)**

DNS Groups

Company Location : Mohakhali

2. **Teacher (April 7, 2011 - July 13, 2011)**

Ma Haad school and college

Company Location : Uttara

Department: sinior section

3. **intren (September 1, 2010 - December 1, 2010)**

Tech vally networks ltd

Company Location : mohakhali

Department: cisco (post sales)

4. **Teacher's Assistant (February 1, 2010 - August 30, 2010)**

Independend University

Company Location : Bashundhara R/A

Department: SECE

5. **Monitor (January 5, 2010 - January 17, 2010)**

TMSS

Company Location : bogra

Department: Foundation office

Duties/Responsibilities:

Monitoring and briefing the students . special program of Independent University, Bangladesh.

6. **Language partner (May 1, 2007 - March 30, 2010)**

Bangla Language Institute

Company Location : 66 park Road, Baridhara, dhaka

7. **Network Maintenance Assistant (January 21, 2007 - April 30, 2007)**

Independent University, bangladesh

Company Location : bashundhara R/A

Department: campus student employment program

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA (currently enroled)	Finance	Independent University, Bangladesh		2010
B.Sc. in Electronics & Telecommunication Engineering	Electronics and Telecommunication Engineering	Independent University, Bangladesh	Second Class	2010
HSC	science	Rajuk Uttara Model School and college	CGPA:4 out of 5	2005
SSC	science	Rajuk Uttara Model School and college	CGPA:4.56 out of 5	2003

Professional Qualification:

Certification	Institute	Location	From	To
DMA -database Administration and Management	BUET	dhaka	May 1, 2011	July 24, 2011

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 40,000
Preferred Job Category	: Engineer/Architect, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Banks, Investment/Merchant Banking, University, College, Event Management, IT Enabled Service, Computer Hardware/Network Companies, Public Relation Companies, Embassies/Foreign Consulate, Engineering Firms, Electronic Equipment/Home Appliances, Call Center

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• C++/VC++• C/Turbo C• Cisco• LAN/WAN• MS SQL Server• MS Word/Excel/PowerPoint/OneNote• MySQL

- Oracle
- Windows XP/2000/ME/98
- Windows XPe

Language Proficiency:

Language	Reading	Writing	Speaking
bangla	High	High	High
english	High	High	High
handi	Low	Low	Medium

Personal Details :

Father's Name : Rafiquel Islam
 Mother's Name : kazi Zohora begum
 Date of Birth : January 6, 1989
 Gender : Female
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : islam
 Permanent Address : House#86, len #3 bazar moshjid road, kawlar dhaka
 Current Location : Dhaka

Reference (s):

Name : Azad zahirul Islam
 Organization : civil Aviation authority, bangladesh
 Designation : Director (ATS? Aerodrome)
 Address : HQ. kurmitola Dhaka-1229
 Phone (Off.) : 880 2 8911125
 Phone (Res.) : 880-2-8960905
 Mobile : 01911418611
 EMail : datsaero@caab.gov.bd
 Relation : Relative