

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

Last Updated : **December 14, 2015**

Rohima Begum Shaky

Address: C-3/1 (Ground floor), P.D.B. Officers' Quarter, Bagbari, Sylhet.
Home Phone: 01616806080
Mobile : 01674744498
email:shaky.me@gmail.com, mahbub.srk@gmail.com

Career Objective:

Always will try to be an important part of my organization through my works.

Special Qualification:

Well versed in Windows Operating System & MS Office, specially MS Word & MS Excel. Good command on Internet surfing, e-mailing, Report writing etc.

Employment History:

Total Year of Experience : 5.8 Year(s)

1. Customer Service Executive (April 1, 2012 - Continuing)

IT Lab Solutions Ltd.

Company Location : Dhoadighir par, Jail road, Sylhet.

Department: Customer Service

Duties/Responsibilities:

To receive and solve customer's complain related to our products and services over phone or face to face.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Management	Sylhet International University, Sylhet	CGPA:3.81 out of 4	2012	4 year
BBA	Finance	Sylhet International University, Sylhet	CGPA:3.95 out of 4	2011	4 years
HSC	Science	M. C. College, Sylhet	CGPA:3.7 out of 5	2004	-
SSC	Science	Shahjalal Jamia Islamia School & College, Sylhet	CGPA:4.5 out of 5	2002	-

Career and Application Information:

Looking For : Entry Level Job

Available For : Full Time
 Present Salary : Tk. 8500
 Expected Salary : Tk. 16,000
 Preferred Job Category : Beauty Care/ Health & Fitness
 Preferred District : Sylhet
 Preferred Organization Types : Handicraft, Boutique/ Fashion

Language Proficiency:

Language	Reading	Writing	Speaking
bangla	High	High	High
english	High	High	High

Personal Details :

Father's Name : Mostafa Kamal Azad
 Mother's Name : Nasrin Akter
 Date of Birth : February 21, 1987
 Gender : Female
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Mitali-16, Kharpara, Mirabazar, Sylhet.
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Mosharraf Hussain	Md. Abdul Latif
Organization	: Uttara Bank Limited	Sylhet International University
Designation	: General Manager	Registrar & Coordinator
Address	: Motijheel branch, Dhaka – 1230.	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +88 01713 068879	+88 01711 996032
EMail	:	
Relation	: Relative	Academic