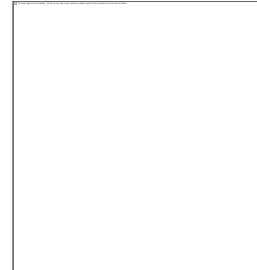


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **October 23, 2017**

## Sajib Chakrabarty

Address: 332 Bagbari, Sylhet  
Mobile : 01717569375  
email: diamondsajib@live.com



### **Career Objective:**

I am seeking an organization where I could implement my gathered knowledge & working skills to make the best outcome & satisfy my organization. Thus, I want to reach at the pick of my career.

### **Career Summary:**

I am working in Bank Asia Ltd .  
I have worked in Faith Marketing Ltd UK.  
I was appointed in I-SITE as an IELTS Instructor.  
I was employed in Robi axiata ltd as R.D.O.

### **Special Qualification:**

I have taken IELTS thrice with a band of 6 , 6 & 6.5 respectively .

### **Employment History:**

**Total Year of Experience : 2.6 Year(s)**

#### **1. Assistant Relationship Officer ( September 15, 2016 - Continuing)**

##### **Bank Asia Ltd.**

Company Location : Bengal Centre, 5th floor, 28 Topkhana Road, Dhaka 1000  
Department: A.D.C

##### **Duties/Responsibilities:**

1. EBK (Palli Sanchay Bank) Operations & Auditing,
2. Agent Banking Operations.
3. Disbursing Social Payments.

#### **2. Sales Agent. ( July 24, 2016 - September 15, 2016)**

##### **Faith Marketing Ltd. U.K.**

Company Location : Unit - 903, Victory Business Centre, Portsmouth, PO1 1PJ UK.  
Department: Sales & Service.

##### **Duties/Responsibilities:**

Customer Dealing, Service Providing, Customer Support, Report Making Etc.

#### **3. Teacher ( July 1, 2014 - December 31, 2014)**

##### **I-SITE**

Company Location : Sylhet  
Department: Education & Admin

**Duties/Responsibilities:**

Teaching IELTS

4. **Rural Development Officer ( April 25, 2012 - December 31, 2012)**

**Robi axiata Ltd**

Company Location : Bangladesh

Department: Marketing

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BBS HONOURS	Accounting	National University	Second Class, Marks :55%	2012	4 YEARS
HSC	BUSINESS STUDIES	JALALABAD CANTONMENT PUBLIC COLLEGE	CGPA:4.4 out of 5	2007	2 YEARS
SSC	BSINESS STUDIES	Sylhet Govt. Pilot High School	CGPA:4.25 out of 5	2005	2 year

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Overview on Branch Operations	Functions of Branch Banking	Learning & Development, Agent Banking Division-Bank Asia	Bangladesh	Dhaka	2016	1 Day
Prevention of Money Laundering & C.F.T	A.M.L & C.F.T	Learning & Development, Agent Banking Division-Bank Asia	Bangladesh	Dhaka	2016	1 Day
Overview on Agent Banking, EBK Operations & Social Payment Overview	Agent Banking Functions, Ektee Bari Ektee Khamar(EBK) Operations, Social Payments	Learning & Development, Agent Banking Division-Bank Asia	Bangladesh	Dhaka	2016	3 Days
Fundamental of Risk Management in Bank	Risk Management	Learning & Development, Agent Banking Division-Bank Asia	Bangladesh	Dhaka	2016	1 Day

**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 : Dhaka, Sylhet  
 Preferred Country : United Kingdom, United States, Australia  
 Preferred Organization Types : Banks, Telecommunication, Garments, Restaurant, Group of Companies

#### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Financial/ Banking service</li> <li>Management</li> <li>Customer Support/Client Service</li> </ul>	I have been worked on Banking, Customer support, Planning strategy. Sales, Team management, Office management on the basis of my 'CAN DO ' mentality , interpersonal relation maintaining capability along with Leadership skills .

#### **Extra Curricular Activities:**

I have taken IELTS thrice with a band score of 6, 6 & 6.5 respectively.

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Sanjib Chakrabarty  
 Mother's Name : Anupoma Chakrabarty  
 Date of Birth : January 1, 1989  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Sonaton  
 Permanent Address : 332 Bagbari,Sylhet.  
 Current Location : Sylhet

#### **Reference (s):**

<b><u>Reference: 01</u></b>		<b><u>Reference: 02</u></b>
Name	: Ashish Bhattacharjee	Md Shihabul Alom
Organization	: Prime Bank Ltd	Bank Asia Ltd
Designation	: Head of Branch & FAVP	Senior Executive Officer
Address	: Laldighirpar Branch, Sylhet	ADC dept, Bengal Centre, 28 Topkhana Road, Dhaka-1000
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01716216844	01713431522
EMail	:	
Relation	: Family Friend	Professional

