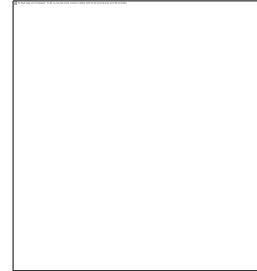


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : ***April 24, 2017***

Shahriar Ahmed Chowdhury

Address: Hose: 12,(3rd floor,West portion) Road: 15,Block; B, Shahjalal Uposahar,
Sylhet-3100, Bangladesh
Home Phone: 01726962337
Mobile : 01612213141
email:shahriarahmed@live.com



Career Objective:

To enter in a position where I can serve my best for different socio-economic development organization utilizing my skills in documentation process, communication, and management and analyzing the information

Career Summary:

Currently Position: Virtual Assistant in an outsourcing company called Staff India (from august 2015) .
Before that worked 2 years as an assistant teacher.

GRE: 283, verbal 142, quantitative 143 and analytical ability 3.

IELTS: 6.5

Always try to improve my skills and can cope with the changes. Besides those standardized test my academic results are also quite strong which represents my dedication toward my work

Special Qualification:

- a) Strong communication skills.
- b) Willingness to take challenges.
- c) Self-motivated, hard working & target oriented.
- d) Punctual, dynamic & Energetic.
- e) Behavioral excellence.
- f) Good inter – personal relation

Employment History:

Total Year of Experience : 4.7 Year(s)

1. Virtual Assistant (August 17, 2015 - Continuing)

Staff India (www.staff-india.com)

Company Location : Sylhet, Bangladesh

Duties/Responsibilities:

Promotional Video Production

Email Management/Filtering

Specialized Internet research

Taking down minutes of meetings

Creating basic reports

Chasing business

Calendar Management

File Management

2. **Assitant Teacher (January 1, 2013 - December 31, 2014)**

Sylhet Residential School and College

Company Location : Sylhet, Uposhahar

Duties/Responsibilities:

Provide Lectures to the students in their respective subjects

3. **Intern (January 17, 2011 - April 17, 2011)**

First Security Islami Bank

Company Location : Sylhet

Department: General Banking,L/C, Foreign Remittance

Duties/Responsibilities:

Account Opening, Dealing with the Customers, Letter of credit opening, settlement, Foreign Remittance

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in Business Administration	Human Resource Management	Leading University, sylhet	CGPA:3.35 out of 4	2013	1 year
Bachelor in Business Administration	Management	Leading University, sylhet	CGPA:3.56 out of 4	2011	4 years
HSC	Humanities	Sylhet Govt. College	CGPA:4.1 out of 5	2006	2 years
SSC	Humanities	Shahjalal Jamea Islamia High School, Sylhet	CGPA:3.44 out of 5	2004	2 Years

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 15,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, HR/Org. Development
Preferred District	: Chittagong, Dhaka, Habiganj, MoulaviBazar, Sylhet
Preferred Country	: India, United Kingdom, United States, Canada
Preferred Organization Types	: Banks, Investment/Merchant Banking, Telecommunication, University, College, Advertising Agency, Event Management, Multinational Companies, Embassies/Foreign Consulate, Agro based firms (incl. Agro Processing/Seed/GM), Manpower Recruitment

Extra Curricular Activities:

Arranged cultural programs in school, college and own locality. ,Member of Leading University Social Service Club. ,Collected and distributed aid for winter and flood affected people & Modeling

Language Proficiency:

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

Personal Details :

Father's Name : Shafiqur Rahman Chowdhury
 Mother's Name : Syeda Shahana Begum
 Date of Birth : May 15, 1989
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : ShantiBag, Road no:10, Boroikandi, P.S: South Surma, P.O: Sylhet Sadar, Sylhet -3100
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr Bashir Ahmed Bhuiyan	Tanvir Rahman Chowdhury
Organization	: Leading University	First security Islami Bank Ltd, Sylhet Branch
Designation	: Head of the Department of Business Administration	Officer
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Relation	: Academic	Professional