

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

Last Updated : **March 2, 2017**

Shaila Sharmin

Address: Road-6 , house-7 , block-E , 3rd floor, flat- A3 , Niketon , Gulshan-1 , Dhaka.
Mobile : 01763620500 , 01916632096
email:Shaila_bba13@yahoo.com

Career Objective:

seeking employment in an investment firm that provides a challenging opportunity to combine exceptional interpersonal & I would like to establish myself as a prominent hard work

Employment History:

Total Year of Experience : 0.3 Year(s)

1. Internship (April 15, 2009 - July 15, 2009)

Exim Bank

Company Location : Sylhet

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Finance	Sylhet International University, Sylhet	CGPA:2.9 out of 4	2010	1 year	2013
BBA	Finance	Sylhet International University, Sylhet	CGPA:2.75 out of 4	2009	4 years	Academic
HSC	Science	Comilla govt. women's college	CGPA:2.5 out of 5	2003	-	-
SSC	Science	Comilla Faijunnesa govt. girls high school	First Division, Marks :60%	2000	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship		Exim Bank	BANGLADESH	sylhet	2009	3 months

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Expected Salary : Tk. 20,000
Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
Preferred District : Comilla, Dhaka, Sylhet
Preferred Country : United Kingdom, United States
Preferred Organization Types : Banks, University, College, Event Management, Govt./ Semi Govt./ Autonomous body, Clearing & Forwarding (C&F) Companies, Embassies/Foreign Consulate, Consulting Firms, Garments, Buying House, Cosmetics/Toiletries/Personal Care, Call Center

Language Proficiency:

Language	Reading	Writing	Speaking
english	High	High	Medium

Personal Details :

Father's Name : MD. Abdul Latif
Mother's Name : Myful Begum
Date of Birth : March 12, 1985
Gender : Female
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Payalgacha Thana: Barura Dist: Comilla.
Current Location : Dhaka

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>
Name	: Professior Dr. Sadruddin Ahmed chowdhury	Professior MD. Bahauddin Zakaria
Organization	: Sylhet International University	Sylhet International University
Designation	: Vice- chancellor	Treasurer
Address	: Shamimabad,bagbari,sylhet	Shamimabad,bagbari,sylhet
Phone (Off.)	: 0821-725644	0821-725644
Phone (Res.)	:	
Mobile	:	
EMail	:	
Relation	: Academic	Academic