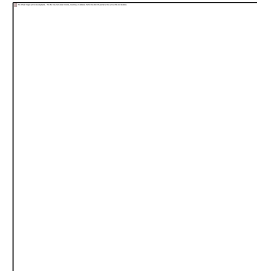


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **January 29, 2015**

Shohel Parvez

Address: Mercury Knitwear (Pvt.) Ltd. Plot No # A/14,(1st Floor), BSCIC Industrial Estate, Kanchpur, Narayangonj.
Home Phone: 01618758138
Office Phone :01752842852
Mobile : 01718758138
email:parvez576149@yahoo.com, parvez913351@gmail.com



Career Objective:

Seeking challenging and meaningful career in a goal oriented organization, where I will get opportunity to add value for the organization utilizing my credentials and aptitude.

Career Summary:

Possessing excellent communicative and presentation skill, attentive, strong-willed self-correcting, perceptive and industrious. A positive and confident personality blended with a strong work ethic. Have the ability to carry out programs under established policies and command the respect of staff. Problem solving, leadership and communication skill are some of the qualities developed from the very beginning.

Special Qualification:

Microsoft office Word, Excel, Access & Power- point,Photoshop, E-mail & basic of Internet.

Employment History:

Total Year of Experience : 6.7 Year(s)

1. ACCOUNTS OFFICER (December 9, 2013 - Continuing)

MERCURY KNITWEAR (PVT.) LTD.

Company Location : NARAYANGONJ

Department: ACCOUNTS SECTION

Duties/Responsibilities:

MAINTAINS ALL ACCOUNTS, LC DOCUMENTS, BANK RELATION & OTHERS

2. Assistant Officer (May 9, 2011 - December 1, 2013)

Fareast Islami Life Insurance Company Ltd.

Company Location : Dhaka

Department: Finance & Account (Collection section)

Duties/Responsibilities:

Accounts Maintainace, Data Collection & others accounts relationship work. Adoptability with any situation.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBS	Management	National University	Second Class, Marks :46.4%	2009
BBS	Management	National University	Second Class, Marks :49.61%	2008
HSC	Business Studies	Sujan Dulo College	CGPA:4.1 out of 5	2004
SSC	Business Studies	Rupasdi Brindabon High School	CGPA:4.13 out of 5	2002

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer	MS Word, MS Excel,Photoshop, Others Networking system,	Zascom Training Center	Bangladesh	Mohakhali, Dhaka	2008	A

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 25000
Expected Salary	: Tk. 30,000
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Libya, Saudi Arabia, Denmark, Kuwait, Singapore, South Korea, Switzerland, United Arab Emirates
Preferred Organization Types	: Banks, Insurance, Telecommunication, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Garments, Real Estate, Overseas Companies, Tobacco

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> B.com. / Bachelors Accounts Administration Data Entry Operator (Both English & Bengali) Human Resources 	Data Entry & Accounts

Extra Curricular Activities:

♣ Adoptability with any situation. ♣ Hard working habit, self-driven and change oriented. ♣ Sharp sense of social responsibility. ♣ Strong communication and interpersonal skill. ♣ Acting, Various social activities, volunteers. ♣ Associated with BSWA (DU)

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	High	Medium
Japanese	Medium	Medium	Medium

Personal Details :

Father's Name : Rahis Mia
Mother's Name : Parul Begum
Date of Birth : November 2, 1986
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village : Rupasdi (South Para : Nasir Bari), Post Office: Rupasdi (3413), Police Station: Banchharampur, District: Brahmanbaria.
Current Location : Narayanganj

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Eng. Md. Safiqur Rahman	Mr. Md. Helal miah
Organization	: Rahman Knit Garments Ltd Dhaka	Hazrat Amanat Shah Securities Ltd.
Designation	: Adviser	Chairman
Address	: Narayanganj	12, Dilkusha, C/A Motijheel, Dhaka-1000.
Phone (Off.)	:	9512645, 9512647
Phone (Res.)	:	
Mobile	: 01720170912	01817340156
EMail	: info@rkg ltd.com	miahhelal61@gmail.com
Relation	: Professional	Relative