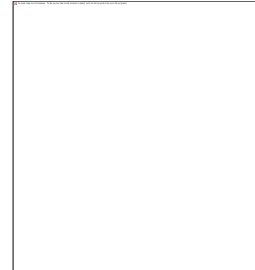


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **August 18, 2013**

## Syed Ahmad Nazirullah

Address: 674 Jahabox Lane, Mogbazar; Dhaka  
Office Phone :01678061071  
Mobile : 01711983725  
email:sdnto@yahoo.com, afreins@yahoo.com



### **Career Objective:**

To work in a dynamic position which will provide me an opportunity to utilize my potentialities that I have acquired from my work experiences along with the proper use of my creativity, vision, positive attitude & interpersonal relationship.

### **Career Summary:**

Have proven quality to work in the real MNC environment with French, Thai, Spanish, Filipino and Russian people. Have written and translated more than thousands of Business Letters (Explanation of Civil Engineering Drawings, Greetings, Condolences, Proposals, Visa Applications etc.) last one year. Frequently used Skype, Yahoo and other messengers for online communication.

### **Special Qualification:**

Diploma in French Language. International Communication & reputation. Excellent skill and expertise in writing Business Letters. Registered Editor of Wikipedia.

### **Employment History:**

**Total Year of Experience : 7.8 Year(s)**

#### **1. Senior Assistant Secretary ( May 1, 2013 - Continuing)**

##### **Bangladesh Garment Manufacturers and Exporters Association (BGMEA)**

Company Location : BGMEA Complex 23/1, Panthapath Link Road, Dhaka

Department: Admin

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

Managing and monitoring all administrative matters and report directly to the Secretary.

Managing information and events.

Performing day to day administrative functions.

Ensure efficient and effective resource management.

Provide logistical support in organizing workshops and meetings.

Article, report writing and editing for newsletter.

Marketing and collecting advertisement for newsletter.

#### **2. Executive Assistant to CEO ( February 6, 2012 - April 30, 2013)**

##### **W&W Grains Corp. (Representative of Cargill, Inc. in Bangladesh)**

Company Location : Gulshan, Dhaka

Department: Admin

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

Manage all internal and external communications for CEO  
Write letters/ Prepare drafts and correspondent with various departments.

Web Research Work based different industry according to the company requirements.  
Develop presentation, reports and business proposals as required.

Collect weekly, monthly and quarterly reports from each office and edit them before submission to management.  
Making hotel/accommodation arrangement for the foreign delegates.

Maintain continuous communication with the supervisors of a 17 storey commercial building owned and operated by our company and provide continuous updates to the Directors.

Carrying out the processing of visa and travel related papers by making necessary contact with the concerned embassies & travel agencies.

### 3. **Interpreter ( July 12, 2011 - January 28, 2012)**

#### **Gerico Bangladesh (Agro-Industrial Construction, Project)**

Company Location : Gulshan, Dhaka

Department: Communication

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

Assist in overall office administrative matters. Maintaining all kinds of communication in English, Bangle and French. Translating programme updates to different stake holders and clients. Preparing and translating minutes of meetings.

Ensure timely delivery of communication devices in the field and providing communication support to field level and office by using Email, Skype, Messengers, Cell phone, Walkie-talkie etc.

Translate and Check the accuracy of every documents and bills on behalf of the French management.

On behalf of Gerico - Negotiate with the sub contractors for quantity of manpower and price of civil works materials. Searching, Contacting and Negotiating for buying and hiring large machines.

### 4. **Executive ( March 16, 2010 - July 11, 2011)**

#### **ServiceEngine Ltd.( Join venture company of Abdoul Monem Group BD and Regulatory Data Commission USA)**

Company Location : Mohakhali, Dhaka

Department: MARS

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

Reading business crime related worldwide published newspaper articles and find the risk relevant events, entities that can hamper the security of US clients and capture them in a special GRID.

Helping different US companies to assess common business risks that are driven by technological, commercial, financial, and security issues.

Maintaining risk management process which identifies and analyzes activities that could negatively affect the client's business objectives.

Informing and alerting the US clients about the financial and moral risk of doing business with specific people or business.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.B.A	Marketing	University of	CGPA:3.14 out of 4	2009	1 year	MBA Degree

		Chittagong				
B.B.A	Marketing	University of Chittagong	CGPA:3.11 out of 4	2008	4 years	B.B.A Degree
DEL F A2	French Language	Allaince Francaise [Foreign Institute]	Awarded	2008	1 Year	Certificate from Education Ministry of France.
HSC	Business Studies	M. M. College, Sylhet	CGPA:3.4 out of 5	2003	2 Years	-
SSC	Business Studies	Ideal School And college, Motijheel, Dhaka	CGPA:4 out of 5	2001	1 Year	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Safety and Security	Safety and Security in Construction Site	Gerico Bangladesh LTD.	Bangladesh	Gazipur	2011	1 day
Internship	Marketing	KDS Textile and Garments	Bangladesh	Chittagong	2009	3 months

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 50,000  
 Preferred Job Category : General Management/Admin, Marketing/Sales  
 Preferred District : Chittagong, Comilla, Cox's Bazar, Dhaka, Gazipur, Sylhet  
 Preferred Country : Canada, France  
 Preferred Organization Types : BPO/ Data Entry Firm, NGO, Multinational Companies, Garments, Hotel, Travel Agent, Tea Garden, Real Estate

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : Syed Khairul Islam (Ex-Joint Secretary)  
 Mother's Name : Syeda Sanwara  
 Date of Birth : January 30, 1985  
 Gender : Male

Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Srimangal Road, Moulvibazar, Sylhet  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Mustafa Muhammad Ali	M S Doha
Organization	: Bangladesh Navy	Chittagong University
Designation	: Commander	Asst. Professor
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Relation	: Relative	Academic