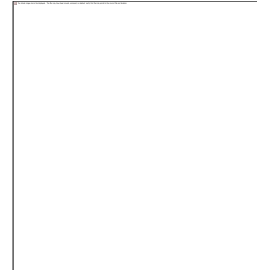


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **October 25, 2014**

## Syeda Khadija Akter

Address: Ahmed Villa, 2 Vatatikore, Tilagor Sylhet.  
Office Phone :none  
Mobile : 01678123321  
email:syeda301@yahoo.com, tuntuni86@yahoo.com



### **Career Objective:**

To launch an entry-level career, where a hand in problem-solving and decision making would be an advantage. My desire is to be part of a company, where quality is standard, responsibility is motivator and recognitions are fact.

### **Career Summary:**

Highly motivated and results-driven personnel. Strategic and innovative leader who thrives on challenge and the opportunity to excel and deliver.  
Skilled in numerous computer software programs including Project, Word, Excel and operating systems. Excellent verbal and written communications skills; fully bilingual in Bangali and English.  
Able to work independently and handle complex assignments with efficiency.  
Creative problem solver, with a keen attention to detail and quality.

### **Special Qualification:**

Conversant in Windows '98, XP, 2000 Professional, e-mailing and surfing the Internet, MS Office '97, 2000 and other general use of Computer and I.T.

### **Employment History:**

**Total Year of Experience : 0.4 Year(s)**

#### **1. Inter ( October 12, 2010 - January 4, 2011)**

##### **Leading University, Sylhet**

Company Location : Bandar Bazar, Sylhet.

Department: Accounts

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

Maintaining the students ledgers, Teachers' Provident Fund, Making Budgets, Receive payments statements, Managing petty Cash, Cash book, etc.

#### **2. Internee ( September 15, 2009 - December 15, 2009)**

##### **South East Bank Ltd.**

Company Location : Corporate Branch, Laldighir par, Sylhet

Department: General and Forex

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

General banking

Accounting

Preparing clerking house activities

Preparing the L/C documentation.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Double Major in Marketing, and Finance Accounting.	Leading University, Sylhet	CGPA:3.93 out of 4	2011	1 year	-
BBA	Marketing	Leading University, sylhet	CGPA:3.9 out of 4	2009	4 years	scholarship for 100%
HSC	Science	Sylhet Government Woman's College	CGPA:3 out of 5	2005	2 years	none
SSC	Science	Shahajalal Jamaya Islamia School and College	CGPA:4 out of 5	2002	2 years	none

**Career and Application Information:**

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Education/Training
Preferred District	: Chittagong, Dhaka, Sylhet
Preferred Country	: India, Italy, Malaysia, United Kingdom, United States, Australia, Canada
Preferred Organization Types	: Banks, Investment/Merchant Banking, Telecommunication, University, College, Govt./ Semi Govt./ Autonomous body, NGO, Multinational Companies, Embassies/Foreign Consulate, Market Research Firms, Immigration & Education Consultancy Service, Group of Companies

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• Personal Banking</li><li>• Remittance</li><li>• Trade Finance</li><li>• Foreign Exchange</li><li>• International Banking</li></ul>

**Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High
Arabia	Medium	Medium	Low

Hindi	Low	Low	Low
Sylhety			High

### **Personal Details :**

Father's Name : Sayed Rashid Ahmed  
 Mother's Name : Syeda Khairunnessa  
 Date of Birth : November 1, 1985  
 Gender : Female  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Ahmed Villa, 2 Vatatikore, Tilagor, Sylhet.  
 Current Location : Sylhet

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Faisal Mohammadd Shahriar	Rezwan Azad Chowdhury
Organization	: Leading University	Airtel Bangladesh
Designation	: Associate Professor	AEC Incharge
Address	: Surma Tower. Sylhet	Naiyorpul. Sylhet.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	:	1610001701
EMail	:	
Relation	: Academic	Family Friend