

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

Last Updated : **December 5, 2013**

## **Tabinda Shabbir Chowdhury**

Address: House no-216,Road no-7, Block-E, Shahjalal Upashahar Sylhet  
Mobile : +88-01712528568  
email:th3rinz@yahoo.com, tabindachy@yahoo.com



### **Career Objective:**

To build a challenging career in the management and administration of a globally reputed organization in which diligence, devotion, competitive attitude, and passion to hard work, etc are highly valued.

### **Career Summary:**

Doing Smothing new & dynamic

### **Special Qualification:**

Abily to hard work & manage the people & good relation with people

### **Employment History:**

**Total Year of Experience : 7.3 Year(s)**

#### **1. Assistance Sales Support ( January 15, 2012 - Continuing)**

##### **QUBEE**

Company Location : Sylhet

Department: Sales& Distribution

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

Responsibilities of warehouse & Devices activated

#### **2. Admin Officer ( January 23, 2011 - December 19, 2011)**

##### **Zenitha Pharmacitical Ltd**

Company Location : Sylhet

Department: Administration

#### **3. Internee ( October 20, 2010 - January 20, 2011)**

##### **GrameenPhone**

Company Location : Sylhet Regional Office

Department: Trade Marketing

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

Internee & work there 3months

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Human Resource Management	Metropolitan University, Sylhet	Appeared	2012
BBA	Marketing	Leading University, sylhet	CGPA:3.69 out of 4	2011
HSC	Commerce	ScholarHome School & College, sylhet	CGPA:2.8 out of 5	2006
SSC	Commerce	Blue Bird High School, Sylhet	CGPA:3.5 out of 5	2003

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 19000  
 Expected Salary : Tk. 25,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication  
 Preferred District : Dhaka, Sylhet  
 Preferred Country : Malaysia, United Kingdom, United States, Australia  
 Preferred Organization Types : Banks, Insurance, Investment/Merchant Banking, Telecommunication, University, Multinational Companies, Public Relation Companies, Automobile

#### **Extra Curricular Activities:**

Owner and main designer of the Butiq named "Darinz" Good Driving5 Photography.

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Shabbir Ahmed Chowdhury  
 Mother's Name : Rahnama Shabbir Chowdhury  
 Date of Birth : September 11, 1987  
 Gender : Female  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Muslim  
 Permanent Address : House no-216,Road no-7, Block-E, Shahjalal Upashahar Sylhet  
 Current Location : Sylhet

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Muntasir Hamid	Fatha Ahmed Chowdhury Shahin
Organization	: Rahmat Group	Wally Housing pvt Ltd
Designation	: Director marketing, finance &	Managing Director

	planing	
Address	: Senakalayan Bhaban(14th floor)195,motijheel. Dhaka-1000	Manru Shopping City 5th floor
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +88-01711568844	+88-01711975173
EMail	: sajeeb@logosbd.net	
Relation	: Family Friend	Relative