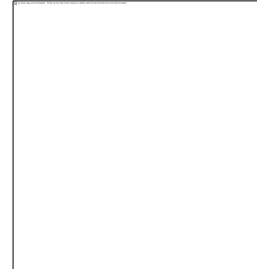


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 4, 2015**

Topon Kanti Das

Address: Pallabi R/A,Block -C, Holding no.372(New 373, West- Pathantula(Ponitula), Sylhet, 3100
Home Phone: 01683085094
Mobile : 01729471119
email:Das.topon15@gmail.com



Career Objective:

Intended to build up career in challenging business area where confidence, degree of responsibility, sense of duty, commitment & proper skill is required to achieve organization's desired goal along with personal growth through hard work & efficiency.

Special Qualification:

- 1.Computer Skill:- MS Word,MS Power Point,Web Surfing,Hardware Troubleshooting
- 2.Maintain Punctuality & ethics very strictly
- 3.Able to communicate well with different type of people
- 4.Have sound planning,organizing capability & respect on religion

Employment History:

Total Year of Experience : 2.1 Year(s)

1. Accounts Officer (August 1, 2014 - August 31, 2015)

Womens model College

Company Location : Manikpeer Road, Sylhet

Department: Accounts

Duties/Responsibilities:

1. Maintaining Cash Book & Ledger Book
2. Maintaining Students Tuition Accounts & Others

2. Executive Officer ((Accounts & Administration) (May 5, 2013 - April 30, 2014)

MEdiAid Heart Centre

Company Location : South Dargah Road, Near Minar, Sylhet 3100.

Department: Accounts & Administration

Duties/Responsibilities:

1. Maintaining Office Accounts
2. Monitoring Office Staff & Equipments
3. Ensuring supply of Office Materials.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
BBA	Finance & Banking	Metropolitan	CGPA:3.54	2013	4 years	Merit

		University, Sylhet	out of 4			Scholarship
HSC	Business Studies	Jalalabad Cantonment Public School & College, Sylhet	CGPA:4.8 out of 5	2008	2 years	General Govt. Scholarship
SSC	Business Studies	Rifles Public School, Sylhet	CGPA:4.63 out of 5	2006	2 Years	General Govt. Scholarship

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	General Banking	Mercantile Bank Ltd.	Bangladesh	Subidbazar Branch, Sylhet	2013	3 months

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 8,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin
 Preferred District : Dhaka, Sylhet
 Preferred Country : Norway, Sweden, Australia, Canada, Spain
 Preferred Organization Types : Banks, Govt./ Semi Govt./ Autonomous body, Multinational
 Companies, Embassies/Foreign Consulate, Group of Companies,
 Call Center, Automobile

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Banks & Financial • Management • Market/Consumer Research • Media & Communication

Extra Curricular Activities:

Former Executive member of Metropolitan University Sports Club .

Language Proficiency:

Language	Reading	Writing	Speaking
BANGLA	High	High	High
ENGLISH	High	High	High
HINDI	Low	Low	Medium

Personal Details :

Father's Name : Lony Chandra Das
 Mother's Name : Rita Das
 Date of Birth : June 15, 1990
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Hindu (Sonatan)
 Permanent Address : Pallabi R/A,Block -C, Holding no.372(New 373), West- Pathantula(Ponitula), Sylhet, 3100
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr. Debojyoti Majumder	Mr. Hasan Quedrotul Ferdoush Chowdhury
Organization	: Mercantile Bank Ltd	Mercantile Bank Ltd.
Designation	: First Vice President & Branch in Charge	Principle Officer & Manager Operation
Address	: Subidbazar, Sylhet	Subidbazar, Sylhet
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01713-386896	01711-156531
EMail	: debojyotiratan@mbld.com	hqf.chowdhury@gmail.com
Relation	: Academic	Academic