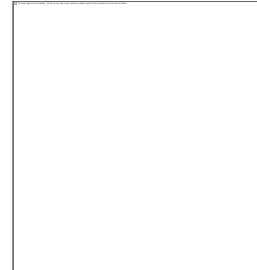


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **January 9, 2017**

Yasin Arafat

Address: 33/1, (Ground Floor) Shamibag, Gandaria, Dhaka.
Home Phone: 01787656445
Mobile : 01674418857
email: arafatspeed4@gmail.com, arafatspeed@yahoo.com



Career Objective:

To work in a challenging and rewarding position with my interpersonal skills and serve in a friendly but challenging environment that utilizes my expertise.

Career Summary:

Computer Skill with more than 9 years of Computer operating system, Hardware, Software, Accounting Software, Oracle Soft, SQL Soft, ERP Soft, etc. Expertise in typing of Bangla & English (English-45 wpm & Bangla-35wpm) speed. A remarkable experience of working in Computer (IT) department in different international funded projects..

Special Qualification:

Diploma in Computer Science and Application from Bangladesh Open University, Gazipur. Passing Year-2006, Duration of course-01 Year.

Employment History:

Total Year of Experience : 12.8 Year(s)

1. Executive (July 1, 2012 - Continuing)

Concord Pharmaceuticals Ltd.

Company Location : Baitul Hossain Building (1st floor) 27, Dilkusha

Duties/Responsibilities:

Proficient in using computer and software packages (MS Word, MS Excel, Power Point, Excel)

Scanning, Internet Browsing, Photo shop.

Oracle (HR & Admin) Software with Payroll, SQL Soft, ERP Soft.

Troubleshooting, Hardware & Software, etc have good skill in Bengali-35 speed and English 45 speed up typing.

2. Coordinator (March 1, 2010 - June 30, 2012)

Incepta Pharmaceuticals Ltd.

Company Location : 46, Al-Kadri Complex, Sylhet Road, Moulavibazar De

Duties/Responsibilities:

Maintain depot functional activities including administrative, inventory management, depot staff development functions minimizing product returns, cash and outstanding management etc.

Formulate and implement efficient and effective route plans and timely product delivery at targeted customer points.

Maintain Depot Stock.
 Maintain Depot Accounts & Inventory of the Company.
 Preparing various documents for the Company.
 Prepare Depot Stock.
 Prepare Daily Sales Report.
 Receive Depot wise Petty & Check.
 Prepare month closing report.
 Prepare Depot wise Product wise sales.
 Prepare Monthly head wise Depot Expense.
 Proficient in using computer and software packages (MS Word, MS Excel, Power Point, Excel)
 Scanning, Internet Browsing, Photo shop.
 Oracle (HR & Admin) Software with Payroll, SQL Soft, ERP Soft.
 Troubleshooting, Hardware & Software, etc have good skill in Bengali-35 speed and English 45 speed up typing.

3. **Executive (August 7, 2008 - December 31, 2009)**

JOY OIL LTD.

Company Location : Vill:+P.O:Barabaria,P.S:Chitalmari,Dist:Bagerhat.

Department: MIS Department

Duties/Responsibilities:

Proficient in using computer and software packages (MS Word, MS Excel, Power Point, Excel, Scanning, Internet Browsing, Photo shop, Oracle (HR & Admin) Software , SQL Soft, ERP Soft, Hardware & Software, etc), have good skill in Bengali-35 speed and English – 45 speed up typing.

4. **Jr. Executive-(MIS) (February 4, 2005 - July 31, 2008)**

Speed-IT

Company Location : 31/06, Columbia Super Market, Wireless Gate, Mohak

Department: IT

Duties/Responsibilities:

Proficient in using computer and software packages (MS Word, MS Excel, Power Point, Excel) Scanning, Internet Browsing, Photo shop.
 Oracle (HR & Admin) Software with Payroll, SQL Soft, ERP Soft.
 Troubleshooting, Hardware & Software, etc have good skill in Bengali-35 speed and English 45 speed up typing.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
⇒ Bachelor of Arts (B.A)	Arts	Ser-E-Bangla Degree College	Second Class	2010	03 Years	National University
HSC	Humanities	Ser-E-Bangla College	CGPA:2.2 out of 5	2005	3 Years	-
SSC	Humanities	Barabaria High School	CGPA:1.75 out of 5	2002	02 Years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma in		Bangladesh	Bangladesh	Gazipur	2006	01

Computer Science and Application		Open University				
Computer, software packages and Networking		Cyber net Training Institute	Bangladesh	31, Mohakhali, Dhaka	2003	3 Month
Computer and software packages		Mir Computer Academe	Bangladesh	Mohakhali, Dhaka-1212.	2002	6 Month

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 15,000
 Preferred Job Category : IT/Telecommunication, Data Entry/Operator/BPO
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Computer Hardware/Network Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Data Entry Operator (Both English & Bengali) 	Proficient in using computer and software packages (MS Word, MS Excel, Power Point, Excel, Scanning, Internet Browsing, Photo shop, Oracle Soft, SQL Soft, ERP Soft, Hardware & Software, etc), have good skill in Bengali-35 speed and English – 45 speed up typing.

Language Proficiency:

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

Personal Details :

Father's Name : Md. Morshad Alam
 Mother's Name : Nurunnahar
 Date of Birth : August 4, 1986
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill.+Post- Barabaria, P.S.- Chatelmari, Dist. Bagerhat.
 Current Location : Bagerhat