

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

Last Updated : **September 9, 2017**

## Zerin Begum

Address: Vill- Polipara Mashimpur, Post- Balua, Thana-Mithapukur, Dist- Rangpur  
Home Phone: Na  
Office Phone :Na  
Mobile : 01722255553  
email:habib5553@gmail.com, habibur582840@yahoo.com



### **Career Objective:**

To serve in a responsible position at a well-structured organization and successfully apply acquired managerial and interpersonal skill to enhance organizational efficiencies.

### **Career Summary:**

- ♣ Committed to do hard work.
- ♣ Committed to take any challenging work.
- ♣ Need for achievement is high.
- ♣ Thrive to get the job done.

### **Special Qualification:**

Marketing And Office management

### **Employment History:**

**Total Year of Experience : 2.9 Year(s)**

#### **1. MARKETING EXECUTIVE ( February 1, 2011 - December 31, 2012)**

##### **C. P BANGLADESH**

Company Location : DHAKA

Department: MARKETING

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

Marketing & selling Experience.

#### **2. Marketing Officer ( January 1, 2010 - January 4, 2011)**

##### **Abul khair company**

Company Location : Dhaka

Department: Tobacco

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

Control the Monthly Sales and Sales Representative. Operating the monthly sales volume.  
Calculating profit. Creating the sales budget. Maintaining the lower subordinate and so on.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MA	Botany	National	CGPA:3.08	2017	1 year	na

		University	out of 4			
B.A (honours)	Botany	National University	CGPA:3.56 out of 4	2016	4 Year	Na
HSC	Science	Mithapukur College	CGPA:3.2 out of 5	2010	2 Year	Na
SSC	Science	Balua High School	CGPA:3.63 out of 5	2008	2 Year	Na

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Supply Chain Managment	Inventory Control	BIBM	Bangladesh	Mirpur	2011	26

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

Looking For : Entry Level Job  
 Available For : Full Time  
 Present Salary : Tk. 14000  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, NGO/Development  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization Types : College, Event Management, Computer Hardware/Network Companies, NGO, Trading or Export/Import, Multinational Companies, Public Relation Companies, Consulting Firms, Textile, Direct Selling/Marketing Service Company, Cosmetics/Toiletries/Personal Care, Call Center

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Customer Support/Client Service</li> <li>Marketing.</li> <li>Merchandising</li> <li>Advertising</li> <li>Customer Support through Phone</li> <li>Customer Support/Client Service</li> </ul>	Maintain office and computer

### **Extra Curricular Activities:**

Member of bathon

### **Language Proficiency:**

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

Bangla	High	High	High
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#### **Personal Details :**

Father's Name : Md. Sahazahan Mia  
 Mother's Name : Most.Bilkis Begum  
 Date of Birth : December 3, 1992  
 Gender : Female  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill- Polipara Mashimpur, Post- Balua, Thana-Mithapukur, Dist- Rangpur  
 Current Location : Dhaka

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

##### **Reference: 01**

Name : Md. Moniruzzaman  
 Organization : Bangladesh Supreme Court  
 Designation : Advocate  
 Address : Mohammadpur, Dhaka  
 Phone (Off.) : Na  
 Phone (Res.) : Na  
 Mobile : 01712083748  
 EMail : mamun888@yahoo.com  
 Relation : Family Friend

##### **Reference: 02**

Md. Nazmul hasan siddiki  
 BAU ,Mymensing Bangladesh  
 Assosiate Professor  
 Mymensing  
 Na  
 Na  
 01712048135  
 rashed123@yahoo.com  
 Relative

Name : Md.Delwar Hossain  
 Organization : Rajshahi University  
 Designation : Associate Professor  
 Address : Rajshahi  
 Phone (Off.) :  
 Phone (Res.) :  
 Mobile : 01719421323  
 EMail : md\_hossain012@yahoo.com  
 Relation : Academic