

## TAREQ BIN RASHID

Address : Zirabo, Ashulia, Dhaka -1341  
Mobile No : 01836218745  
Mobile No : 01841081919  
e-mail : tareqrashid36@gmail.com



### **Career Objective:**

To build up career in rewarding position at a winning organization .  
To work hard in a challenging situation .

### **Special Qualification:**

I am a Debater ,

### **Employment History:**

#### **1. CSA ( February 2, 2019 - July 1, 2019)**

##### **M/S Mitali International LTD**

Company Location : House 37, Road 13, Sector 10, Uttara , Dhaka -1230  
Department: Customer Support

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

Work on the basic of team and maintain the team performance.

#### **2. Accounts Executive ( September 3, 2018 - January 30, 2019)**

##### **BDTAX.com.bd**

Company Location : DK Tower, 94, CR datta Road, banglamotor  
Department: Support Team

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

Provide Information about Online preparation of TAX. Calculate the taxes with company and govt policy.

#### **3. Customer Service Agent (CSA) ( December 16, 2016 - August 23, 2018)**

##### **Genex Infosys Limited**

Company Location : Mascot Plaza, Uttara sector 6  
Department: In bound & Out bound call

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

To handle incoming call of Robi Axiata from client and solve their problem over the phone .

#### **4. Sales Man ( January 26, 2015 - February 28, 2015)**

##### **Pathok Somabesh**

Company Location : Shahbagh , beside the national museum  
Department: sales

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

to sell the book in the book fair stall.

#### **5. Teacher ( January 1, 2014 - November 30, 2014)**

##### **Sukur Ali Ideal School**

Company Location : Zirabo .

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

teaching students in the class on the following subjects.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Social Science (MSS)	Economics	Asian University of Bangladesh	-	2019	1year	-
Bachelor of Social Science	Economics	Asian University Of	CGPA:3.5	2018	4 years	Champion on 1st

(BSS)		Bangladesh .	out of 4			BHS debate championship. Public speaking (Bangla) finalist (6th) at TIB..
HSC	Business Studies	Jahangirnagar University School & College.	CGPA:2.9 out of 5	2012	2 years	-
SSC	Business Studies	Sara Marwari High School & College .	CGPA:4.75 out of 5	2010	10 years	-

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma in Computer Science & Technology		National Institute Of Technology (NIT)	Bangladesh	Uttara, Sector 7	2018	6 months

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Preferred Job Category : Accounting/Finance, General Management/Admin, Customer Support/Call Centre  
 Preferred District : Dhaka

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Dr. Abdur Rashid  
 Mother's Name : Mst. Tahomina khandokar  
 Date of Birth : November 26, 1994  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 National Id No. : 19942617294000347  
 Religion : ISLAM  
 Permanent Address : Zirabo, Ashulia, Dhaka -1341  
 Current Location : Dhaka

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

Name : Dr. Khalilur Rahman  
 Organization : Asian University Of Bangladesh  
 Designation : Dean, School of Social Sciences  
 Mobile : +8801678-664428  
 Relation : Academic