

CV Of MD. OMAR FARUQUE

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P.O. Asrababad, Dhaka-1211
Mobile : 01671432484, 01918642421
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Career Objective:

Self-motivated professional with more than 2 years of experience in a human resource field. Currently seeking for an employment as human resource professional to utilize my abilities and skills in ensuring an efficient HR unit.

Career Summary:

I have more than 2 years of working experience as Executive, HR & Administration, Result appeared from M.Sc. in Physics at Dhaka College (University of Dhaka) and Completed PGDHRM from BIM and Other ICT course.

Special Qualification:

Labor Law Act 2006 & 2015, Making or Updating Company policy, Payroll & Support, Administrative work, Corporate relation.

Experience:

Executive, HR & Administration

Department : HR & Administration
Company : BYSL Global Industries Limited
Duration : 07th February 2017 to Now
Company Location : Plot 39/2, Kalachadpur High School Road, North Baridhara, Gulshan, Dhaka 1212.

Academic Qualification:

Masters of Science (M.Sc.)

Institute : Dhaka College
University : University of Dhaka
Subject : Physics
Passing Year : 2016 (Result will be Published 2019)
Result : Appeared

Bachelor of Science (B.Sc. Hon's)

Institute : Dhaka College
University : National University
Subject : Physics
Passing Year : 2014 (Result Published 2016)
Result : CGPA-2.95 out of 4

Higher Secondary Certificate (H.S.C.)

Institute : Dania University & College
Group : Science
Board : Dhaka
Passing Year : 2008
Result : GPA-4.50 out of 5

Secondary School Certificate (S.S.C.)

Institute : Barnamala Adarsho High School
Group : Science
Board : Dhaka
Passing Year : 2006
Result : GPA-4.56 out of 5

Professional Qualification:**Post Graduate Diploma in Human Resource Management (PGDHRM)**

Institute : Bangladesh Institute of Management
Subject : Human Resource Management
Duration : 1 year
Completing Year : 2018
Location : Sobhanbag, Mirpur Rd, Dhaka 1207

Language and Communication Skills:

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

Personal Details:

Name : Md. Omar Faruque
Father's Name : Md. Abdus Sattar
Mother's Name : Mahmuda Khatun
Date of Birth : May 17, 1990
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam

Reference (s):**Reference: 01**

Md. Faqrul Uddin Ahmed
Accounts Manager
Hotel Orchard Suites.
House No.90, Road No.13/A, Block-C, Banani,
Dhaka-1213.
Mobile No. 01914159135
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Reference: 02

Hazi Abul Kashem
General Manager
Ishak & Brothers Limited
4/1 Bazae lane road, Imamganj, Dhaka-
1000
Mobile No. 01689887475
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Hereby declare that all the information furnished in this Resume is true, complete and correct.

(Md. Omar Faruque)

Date: