

**Date: 4<sup>th</sup> October, 2020**

To

Head of HR,

**Bangladesh Honda Pvt. Ltd.**

Address: Crystal Palace (12th Floor),  
House-22, Road-140, Gulshan-1,  
Dhaka-1212, Bangladesh

**Subject: Application for the post of “Senior Executive - Industrial Relations”.**

Dear Sir,

I would like to introduce myself as a candidate for the “**Senior Executive - Industrial Relations**” position that your company advertised. Myself is *Faysal Al Maruf*, and I hope I have all of the qualifications, experience and abilities that you are looking for in a candidate.

At the moment I am working in *All Weather Fashions Ltd.* [ A sister concern of **MB Group** ] as a *Senior Executive - Commercial & Admin*, however I am very eager to join a dedicated, diverse and high-performing company like yours, where I can put my unique talents to good use.

I have knowledge of the latest HR practices & processes, and recruiting staff, updating employee records, carrying out staff reviews, advising on remuneration issues and interpreting employment law.

My Curriculum Vitae and photo are attached. I would be grateful to you if you kind enough to call me to an interview and hereby give me a chance to be a part of your organization and contribute my best as well. I look forward to hearing from you at your convenience.

Yours sincerely,

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**Maruf, Faysal Al**

330/C-1; East Nakhla Para; Tejgaon; Dhaka - 1215

Mob. : 016 81 137672, 017 24 908976

Email: [faysal479@gmail.com](mailto:faysal479@gmail.com)

Enclosures:

- i. *Curriculum Vitae with Photo.*

# Faysal Al Maruf

Address : 330/C-1; East Nakhalpara; Tejgoan;  
Dhaka – 1215; Bangladesh

Mobile : 01681137672, 01724908976

E-mail : [faysal479@gmail.com](mailto:faysal479@gmail.com)



## Career Objective

To work in an organization where thoughts and intelligence are perfectly appreciated and evaluated, where business development is a priority and advancement is a mission. To enhance my professional skills in a dynamic and stable workplace.

## Academic Qualification

Exam Title	Concentration	Institute	Result	Passing Year
Post Graduate Diploma (PGD-HRM)	HRM	Bangladesh Institute of Management (B I M)	On going	2021
Bachelor of Business Administration (BBA)	HRM	American International University- Bangladesh (AIUB)	3.01 / 4	2016
H.S.C	Business Studies	Alfadanga Govt. Degree College	3.60 / 5	2011
S.S.C	Business Studies	Alfadanga A Z Pilot High School	4.19 / 5	2009

## Extra-Curricular Activities

- ‘**Champion**’ in ‘Power Presenter, 2015’ an Intra University presentation skill based competition.
- “**1st Runner-Up**” in the ‘Creative Fiesta, 2014’ a creative ad making competition.
- “**1st Runner-Up**” in the ‘Public Speaking Competition, 2010’ in Bangla category.
- **Vice-President**, Alfadanga A Z Pilot High School Debating Club. (A.A..P.H.S. DC, Year 2007-2008)
- “**2nd Runner-Up**” in the Business Plan Competition 2012
- Participated Workshop on DREAM! DARE! DO! By City Bank based on “Corporate world with greater confidence and attitude”.
- Successfully participated in several Intra and Inter university case solving and business competition.

## Work Experience

- Working as “**Teacher Assistant**” of Deputy Register & Exam Controller of **AIUB** (February, 2015 – March, 2016)
- Working as the ‘**Intern**’ at **Al-Arafah Islami Bank Ltd (AIBL)**, (January, 2016 – April, 2016 )
- Working as the “**Call Center Executive**” at **ARN technologies Ltd.** ( June, 2016 – December, 2016 )
- Working as a “**Business Development Executive**” at **Surovi Agro Industries Ltd**, (January, 2017 – December-2018)
- Working as a “**Senior Executive – Commercial & Admin**” at **All Weather Fashions Ltd**, (January, 2019 – Till now)

## Training Summary

Training Title	Topic	Institute	Year	Duration
Career Planning	Career Planning, Investigating Career, Important Skills to Success in Organization, The Right Attitude for a Good Career	Robi 10 Minute School and a2i	2020	1 week
Digital Security Essential	Email security, Web browsing with security, Spam and Fishing, Cyber crime.	Digital Security Agency	2019	3 days
DREAM! DARE! DO!	Career Planning, Personality Development, Leadership, Confidence & Attitude.	City Bank Ltd.	2015	Day long
Effective Communication	Presentation system, Effective Meeting arrangement technique	International Finance Corporation	2014	Day Long

## Skills

Computer Skills	Business level knowledge in Microsoft Office programs, Email communication and Social Media.
General Skills	Willingness to learn, Active listening, Adaptability.
Others	Leadership, Team work, Customer service, Problem-solving & Effective Communication.

## Personal Information

Father's Name : Late. Munsir Jalal Ahmed  
Mother's Name : Late. Asma Ahmed  
Date of Birth : 25th June, 1994  
Blood Group : AB+ (Pos)  
Religion : Islam  
Nationality : Bangladeshi  
NID Number : 3755514233  
Permanent Address : Vill. : Isapasha, P.O + P.S : Alfadanga, Dist. : Faridpur

## Reference (s)

Name	Asif Parvez	Md. Sohikul Islam
Organization	AIUB	All Weather Fashions Ltd.
Designation	Exam Controller & Deputy Register	GM - Accounts
Mobile	01717 223355	01711 974151
E mail	<a href="mailto:asif@aiub.edu">asif@aiub.edu</a>	<a href="mailto:sohikul.islam19777@gmail.com">sohikul.islam19777@gmail.com</a>

I hereby declare that above-mentioned information is correct to the best of my knowledge and belief.

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Faysal Al Maruf