

Resume of

## ENAMUL HOQUE ARZOO

📍 **Address:** H-4, R-4, Blk-C, Banasree, Rampura, Dhaka-1219

📞 **Mobile:** 01685560800

✉ **E-mail:** eharzoo1986@gmail.com



### KEY COMPETENCIES

- Patience, Observation Power & Learning attitude
- Good Interpersonal Skills
- Presentation & Communication
- Negotiation & Conflict Handling
- Team Management & Leadership
- Planning, Problem Solving & Decision Making

### SPECIALIZATION

- MS Office Management
- Rapport Building & Networking
- Training Coordinating, Consulting
- Training Need Analysis or Focus Group Discussion
- Learning & Development Works
- Talent Acquisition & Recruitment
- Admin & HR

### PREFERENCE

- *Looking For:* Mid-Level Job
- *Available For:* Full Time
- *Preferred Location:* Dhaka
- *Preferred Job Category:*  
Senior Executive/Asst. Manager, Training & Development, HR & Administration
- *Preferred Organization Types:*  
HR Consultancy Firms, Training & Development Firms, Local & Multinational Companies.

### TRAINING

- Provide training on **MS PowerPoint** to EWU Students of PPT Presentation Competition, 2016 to 2017.
- Provide training on **"Know Your Market, Know Your Self"** to EWU students, 2018.

### CAREER OBJECTIVE

In the next Three (3) years, I would like to achieve a Managerial position with a progressive Organization in the field of Learning & Development and also in Human Resource, preferably in Training, Talent Acquisition, Admin & HR where my resourceful experience and academic skills, ability will add value to Organizational operations.

### EDUCATIONAL QUALIFICATION

Exam Title	Concentration / Major	Institute	Result	Passing Year
PGDHRM	Human Resource Management	United International University	CGPA 3.56 out of 4	2017-2018
CHNE	Hardware & Network Engineering	Daffodil IT Institute	Grade B+	2014
B. Sc.	Computer Science & Engineering	East West University	CGPA 2.10 out of 4	2012
H.S.C.	Science	Bangladesh MHMH	CGPA 4.5 out of 5	2005
S.S.C.	Science	School & College, Doha-Qatar [Foreign Ins.]	CGPA 4 out of 5	2003

### 8.7 YEARS CAREER EXPERIENCE

#### **Shohagh Group** (March, 2018 – Continue)

##### **Executive – Learning & Development, HR & Admin**

Responsible for:

- Organizing and Arranging Training programs to SPPL Staffs
- Making Training Contents and Reports
- Recruitment, CV Sorting & Taking Interviews
- TNA for In-House Training Projects
- Operation and Field based works

#### **Lighthouse Bangladesh** (October, 2017 –February, 2018)

##### **Senior Executive, Learning and Development**

Responsible for:

- Market Visit and Training Product Sales
- Client Visits and Attend Meeting
- TNA, Making Contents & Proposals

#### **Enroute Center for Development** (July, 2015 – August, 2017)

##### **Consultant, Learning and Development**

Responsible for:

- Organizing and Monitoring Training Programs
- Co-Facilitating and Consulting
- Marketing and Sales (Product – Training)
- Survey and Research (TNA); also Need Gap Analysis
- Making Training Modules and Proposals
- Learning & Development Budgets and Ensure Customer Service

## PERSONAL INFORMATION

Father's Name: Ehsanul Hoque  
Mother's Name: Nazma Akhter  
Date of Birth: September 24, 1986  
Marital Status: Married  
Blood Group: O+  
National Id No.: 19872693622000193

## REFERENCE

### Syed Taher Ahmed

COO & Career Coach  
Head, Development & Delivery,  
Learning & Leadership Development  
BRAC, Head Office  
Dhaka, Bangladesh  
Mobile: 01730710205  
syedtaherahmed@yahoo.com

### H M Mainuddin Ahammed, FCMA

Chief Executive Officer  
Listeners & Speakers Forum  
Jigatola, Dhanmondi, Dhaka  
Mobile: 01680000113  
listeners.speakers.forum@gmail.com

### Naveed Mahbub

Founder & CEO  
Naveed Mahbub Inc  
Naveed's Comedy Club  
Columnist at The Daily Star, BD  
Mobile: 01730327000  
info@naveedmahbub.com

## SOCIAL MEDIA

### LinkedIn:

<https://www.linkedin.com/in/enamul-hoque-arzoo/>

### Skype:

eharzoo19862002@live.com  
ID: eharzoo19862002

## DECLARATION

I declare and confirm that all information I have provided, all of them are correct.

Sincerely,



Enamul Hoque Arzoo  
Mobile: 01685560800

## Special Projects:

- PMDP, Level - 8 (People Management Development Program)
- ASDP, Level - 2 (Aarong Staff Development Program)
- BRAC Diary & Food Project (Jul – Oct, 2016)

## Ocean Group (April, 2014 – November, 2014)

### IT Manager

#### Responsible for:

- Data Collection / Data Management
- Manage data for entry to data storage server
- Monitoring related field e-mails with stakeholders
- Lead all IT-related services for the offices

## Uni-Global Business Limited (February, 2013 - March, 2014)

### IT – Executive

#### Responsible for:

- Lead all IT-related services for the assigned offices
- Communicated with internal clients to identify needs and evaluate alternative business solutions

## EXTRA-CURRICULAR ACTIVITIES

- **General Member** of both organization of **BOLD** and **BSHRM** from November 2016.
- Attended training workshops, organized by **Enroute**:
  - ✓ **Dream Dare Do** by The City Bank Limited
  - ✓ **People Management Development Program**
  - ✓ **Customer Experience** of NOVOAIR
  - ✓ **Team-building Boot camp** of DHL and Regency Garments
  - ✓ **Interpersonal Leadership Development Program** of Banglalink
  - ✓ **Journey God to Great** of Base Technologies
  - ✓ **Effective Management & Leadership Skills** of BRAC YPs and MTs, MTs of Trust Bank, IFIC Bank and The City Bank
  - ✓ **Sales Leadership Skills Development** of BRAC Dairy & Food Project
  - ✓ **Effective Communication & Interpersonal Skills**
  - ✓ **Key Accounts Management for B2B**
- **Relationship & Marketing Strategy and Leadership Skills Development** by Listeners and Speakers Forum.
- **Communication Skills Development** by Naveed Mahbub.
- **Limitless – Be Unbeatable, Season 1** of Event 52 at KIB.
- **Mastering Effective Communication** of LEAD, April 2017.
- **Organized** an international learning event, **Talk to Inspire Bangladesh of The Winners Circle** for over 300+ people in Gulshan Club, July, 2017.
- **Idea Selling with PowerPoint – A Presentation Skills Development Program**, of BRAC, by Enroute, August, 2017.
- Gathered Knowledge on **Thomas Assessment – PPA & HJA**, a UK base assessment.