



OMAR FARUKH



271/27A, Eastern Housing, Niribili Project,
Shankar, West Dhanmondi, Dhaka,
Bangladesh



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Personal Statement

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation I am presented with. As a student of marketing and international business discipline, I am excellent in working with others to achieve a certain objective on time and with excellence.



Work experience

Associate Manager
Eastern Bank Limited
Department: Human Resources

Apr 19 – present
Unit: People's Pay & Benefits
Responsibilities: Trainee employee Payroll, Contract extension & End of service benefit Management, Staff Car Loan Management, Staff loan overdue management; Employee claim & support staff late hour payment management
Learning Outcome: Supervised & implemented automation of employee claims & late hour payment; Precise record-keeping of financials for monthly reporting

Mar 18 – Apr 19
Unit: People's Acquisition
Responsibilities: Perform sourcing for vacant positions and anticipate future needs, Plan and conduct recruitment & selection process, Ensure positive candidate experience, Supervise recruitment personnel
Learning Outcome: Hands-on experience with full cycle recruiting using various interview techniques and evaluation methods, Knowledge of Applicant Tracking System (ATSs)

Jan 17 – Mar 18
Unit: HR Operations
Responsibilities: Ensure smooth operation & development of HRIS, Data analysis as per voice of the Management, Expedite HR Operational jobs (Leave & Attendance Administration, Separation process of resigned employees, Transfer/Deputation, KYE)
Learning Outcome: Scaled Software (Southch), People Management, HRIS, Dual focus & Conflict Management

Jul 16 – Jan 17
Associate Relationship Manager
Eastern Bank Limited
Department: Retail & SME Banking
Responsibilities: Tracking & balancing of security items, Customer service, Meeting business targets
Learning Outcome: Cross-selling, Need-based selling, Financial product knowledge, Risk assessment, Portfolio management, Loan consultation.

Jan 16 – Jun 16
Probationary Officer (Future Leader Program)
Eastern Bank Limited
Training: General Banking (BIBM), In-house Banking foundation program, Department rotation, Branch attachment, Universal Banking Software training
Learning Outcome: Overall idea about the financial sector and overall functions of an individual centralized bank.



Work Experience

Aug 15 – Nov 15
Intern
British American Tobacco Bangladesh
Department: Human Resources
Responsibilities: Assessment Centre, Training Roll Out, Battle of Minds
Training sessions: Aspire, Leading-Self, Building Better Teams
Learning Outcome: Time management between assessors and candidates throughout the assessment schedule, practical leadership behavior examples from training sessions, source Cvs for internship, bringing in Campus brand ambassadors for Battle of Minds 2015.



Education

2015
Bachelors of Business Administration
North South University (January 2012 - December 2015)
▶ CGPA : 3.74
▶ Major : Marketing and International Business
A Level
2011
Maple Leaf International School, Dhaka
▶ Grades 2A (Accounting, Mathematics) 1C (Economics)
O Level
2010
Maple Leaf International, Dhaka
▶ Grades 7A (Accounting, Economics, Mathematics, Pure Mathematics, Physics, Chemistry & Bengali), 1B (English)



Achievements

Academic Awards

- 75% merit based scholarship granted by North South University
- Daily Star Award for O'level result (7As)

Scholarships and International Study Tours

- Student Scholarship Participant in Summer Camp by North South University and Confucius Institute, Yunnan Normal University Kunming, 2013.
Learning Outcome: Learned to communicate with people of different nationality and improved communications skills.

Conferences

- National University of Juridical Sciences Kolkata Model United Nations Conference 2014
- Dhaka University Model United Nations Conference 2014
- North South University Model United Nations Conference 2015
- Youth Ministerial on Budget Democracy (UNYSAB) 2015
- Social Business Forum 2013
Learning Outcome: Learned skills of persuasion, negotiation and diplomacy.



Extra Curricular Activity

Senior Executive member

Young Economists' Forum (YEF)

Controlled and organized crowds and logistics of the following programs: Skills Development Program 2014, EconFest 2014, Crosstalk 2013.

Learning Outcome: Invigilated crowd and designed seating arrangements for programs with team members working as assistants has helped to gain knowledge on team-work and organization of people.



Academic Projects

- Identification of a lucrative industry in Bangladesh for foreign investors.
- Marketing plan for introduction of a Coconut water brand in United States.
- Effects of packaging on consumers' purchase decision of least known brands.
- Marketing plan for recovering damaged brand image of a spice company.
- Re-branding of a dying brand: Jump Keds.
- Branding of a product which relates to your own personality.
- Branding strategies for 'Bloop' ice-cream.



Language Proficiency

- Fluent in English
- Intermediate level French Language (Alliance Francaise de Dhaka)
- Basic level Chinese Language (Yunnan Normal University)



Software Skills



Hobbies & Interests



Travelling,
learning new
languages and
cultures



Playing football
(Champion of
Intra YEF
Premier League
2013)



Playing cricket
(Man of the match
of Quarter finals in
Intra YEF Cricket
Bash 2015)



References



Monjurul Alam

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