

OBAIDULLAH AL FARUQUE

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Career Objective

Achieving a dynamic and challenging job where there is scope to use one's technical and interpersonal skills, creativity and above all, learning experiences in order to work meaningfully through consistency, discipline and hard work in a competitive environment based on strong commitment and as well as to contribute in the welfare of the organization.

Professional Experiences



ISHO Ltd

Executive, HR

February, 2020- *Present*

- Responsible for running the HR & Administrative operational activities end to end under the guidance of HOD
- Assist in the Recruitment & Selection via dispatching job descriptions, source/ screening resumes, scheduling/ facilitating / conducting written exams and interviews
- Issuing Employment Contracts and Experience certificates/NOC's
- Facilitate the onboarding of new recruits via maintaining proper HR Checklist
- Maintain the HRIS and staff payroll



Blue Planet Group

Executive, Central HR

July, 2019 – February, 2020

- Worked on the development and implementation of Management Grade level structure, Code of Conduct, Recruitment Process Policy, Management Trainee Program Manual, Leave Policy, Visitors & Parcel Management Policy
- Worked on the development of Departmental and Organization-Wide Organogram
- Performed Role Clarification Discussion and Job Analysis in order to prepare Job Description
- Performed various operational activities such as Employee Attendance Management, Employee Database Management, Payroll Management, Recruitment Management, Issuing Employment Contracts, Issuing Experience certificates/NOC's, Personal File Management etc.



SQ Group

Recruitment Associate (Contractual), Central HR

January, 2019 – June, 2019

- Conducted Role Clarification discussions and prepared job description (JD) accordingly
- Dispatched job description (JD) for online portals such as LinkedIn & BD-Jobs
- Sourced, screened, sorted resumes using online job portals and contacted potential recruits for interview
- Facilitated written exams and Assessment Center
- Reviewed and distributed company human resource policies
- Maintained Employee Databases and Files
- Prepared Training Schedule as per Learning & Development section's timeline
- Updated Training material as per company guidelines

Extracurricular Activity



Tony Khan Culinary Institute
Food & Beverage Production Trainee

February 2018 – December 2018

- Prepared food items in compliance with recipes ensuring proper portioning
- Followed waste control guidelines of the institute
- Maintained updated knowledge of local competition and restaurant industry trends
- Ensured timely operations in preparation and delivery of meals
- Ensured proper Kitchen sanitation

Academic Profile



Bangladesh University of Professionals

Bachelor of Business Administration (BBA)
Major/Minor : Human Resources / Marketing
CGPA : **3.02** (in the scale of **4.00**)
Passing Year: 2019



Adamjee Cantonment College

Higher Secondary Certificate. (H.S.C)
Major : Business Studies
GPA : **5.00** (in the scale of **5.00**)
Passing Year : 2014



Adamjee Cantonment Public School

Secondary School Certificate. (S.S.C)
Major : Science
GPA : **4.75** (in the scale of **5.00**)
Passing Year : 2012

Specialization

- Talent acquisition
- CV Screening/Primary Shortlisting
- Job Analysis
- Job Description Preparation
- Policy Development

Computer Skills

- Skilled at **MS Word**, **MS Excel**, **MS PowerPoint** etc.
- Skilled at **Sony Vegas Pro** and **Adobe Photoshop** software