

Date: 3rd February, 2020

To

Head of HR dept.,

Bangladesh Honda Pvt. Ltd.

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

Subject: Application for the post of “Executive - HR & Administration”.

Dear Sir,

I would like to introduce myself as a candidate for the “**Executive - HR & Administration**” 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 the *All Weather Fashions Ltd* as a *Senior officer-Commercial*, 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,

Maruf, Faysal Al

330/C-1; East Nakhalpara; Tejgoan; Dhaka - 1215

Mob. : 016 81 137672, 017 24 908976

Email: faysal479@gmail.com

Enclosures:

i. *Curriculum Vitae with Photo.*

Faysal Al Maruf

Address: 330/C-1; East Nakhhalpara; Tejgoan; Dhaka - 1215

Mobile: 01681137672, 01724908976

e-mail: 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)	Human Resource Management	Bangladesh Institute of Management (BIM)	On going	--
Bachelor of Business Administration (BBA)	Human Resource Management	American International University-Bangladesh (AIUB)	CGPA:3.01 out of 4	2016
H.S.C	Business Studies	Alfadanga Degree College	CGPA 3.60 out of 5	2011
S.S.C	Business studies	Alfadanga A Z Pilot High School	CGPA 4.19 out of 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.Z.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-ArafahIslami 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 Officer - Commercial**” at **All Weather Fashions Ltd**, (January, 2019 – Till now)

Training Summary

Training Title	Topic	Institute	Location	Year	Duration
DREAM! DARE! DO!	Career Planning, Personality Development, Leadership, Confidence & Attitude.	City Bank Ltd.	AIUB	2015	Day Long
Effective Communication	Presentation system, Effective Meeting arrangement technique	International Finance Corporation	AIUB	2014	Day Long

Skills

Computer Skills	Business level knowledge in Microsoft Office programs and Social Media.
General Skills	I believe in Hard work and honesty.

Personal Information

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

Reference (s)

Name	Md. Rafiuzzaman Rana	Asif Parvez
Organization	Alpha Agro Industries Ltd.	AIUB
Designation	National Sales Manager	Deputy Register & Exam controller
Mobile	01714-094048	01717-223355
E-Mail	rana@suroviagro.com	asif@aiub.edu
Relation	Maternal Uncle	

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

Faysal Al Maruf