

# RESUME OF

## OMAR FARUQUE

M.A in English  
L-207-B/ Rasulpur/ Saidpur/Nilphamari.  
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### Career Objectives:

I'm very optimist to build my career in a reputed auto mobile company like Bangladesh Honda Private Ltd. As i have been serving as sales admin for more than 5 years. I think, i can be valuable asset to the company Bangladesh Honda Private Ltd, as i have the proper knowledge which is required by the company. At the same time skills of using advance software related to this field will be added new dimension in my career and growth of the company. It will be a great opportunity working with the highly skilled proffesionalism where i will be able to employ my knowledge and experience through highest level of proffesionalism.

### PERSONAL DETAILS:

Name	:	Omar Faruque.
Father's Name	:	Nazrul Islam.
Mother's Name	:	Rabea Begum.
Date of birth	:	28-10-1990.
Marital Status	:	Married.
Sex	:	Male.
Religion	:	Islam.
Nationality	:	Bangladeshi (By birth).
Height	:	5'-7"
Weight	:	62 kg.
Blood Group	:	B+

### Educational Qualifications:

M.A in English	Name of the University	National University (Carmichael College,Rangpur)
	Year of Passing	2012
	Class Obtained	2 <sup>nd</sup> Class
B.A (Hon's) in English	Name of the University	National University (Govt. Bangla College, Dhaka)
	Year of Passing	2011
	Class Obtained	2 <sup>nd</sup> Class
Higher secondary Certificate	Name of the College	Sunflower School & College, Saidpur.
	Year of Passing	2007
	Group	Commerce
	Board	Rajshahi
	GPA	3.20
Dakhil	Name of Madrasah	Rajjakia Gofuria,Saidpur.
	Year of Passing	2005
	Group	General
	Board	Madrasah
	GPA	3.42

## **Experience:**

Employer : Tahia Bajaj, Saidpur. (Bajaj Auto Ltd. India)  
Designation : Sales Admin.  
Duration : Feb-2016 to till now.

## **Job Responsibilities:**

- i. To achieve sales target.
- ii. To issue invoice.
- iii. To check legal documents and corporate dispatch.
- iv. To process logistics bills for payment.
- v. To ensure availability of vehicles for sales by making DO.
- vi. To ensure BSP data for vehicles registration.
- vii. Manage customer claim.

- **Computer Literacy:** Familiar with Advance MS Excel, Erp software, Microsoft PowerPoint
- **Driving License:** Appeared.

## **Reference –1**

Md. Zakir Hossain.  
Manager.  
Tahia Bajaj, Saidpur.  
Mob: 01787-919198

## **Reference –2**

Md. Israfil Haque Babu.  
Sales Admin.  
Islam Motors, Saidpur.  
Mob: 01740-812429

## **Signature**



**Omar Faruque**  
Date: 17/06/2021