

Curriculum Vitae of MD. OMAR FARUQ



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Objectives	In an organization, I want to see myself as an employee performing best and growing fast. I would like to learn, to take on additional responsibilities and to contribute as much as I can.				
Educational Profile	Level	Institution	Concentration	Passing Year	CGPA
	PGDHRM	BIM	HRM	2019	3.5
	B.B.A.	Bangladesh University	Finance	2018	3.52
	Diploma	Bangladesh Computer Council	Computer	2012	2.60
	H.S.C/ALIM	Darussunnah Islamia Alim Madrasah Narayangonj	Science	2010	4.42
	S.S.C/DAKHIL	Nayatola A,U,N Kamil Madrasah Dhaka	Science	2008	4.81
Skills	<p><u>Personal Skills:</u></p> <ul style="list-style-type: none"> Friendly, approachable personality with a positive outlook. Highly organized and methodical with excellent time management and prioritization. Ability to remain calm and focused under pressure and work within strict deadlines. Welcome challenges, learn fast and adapt well to new situations and opportunities. Ability to lead, motivate and inspire others. A committed team player. <p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> Well presented with excellent communication, negotiation and interpersonal skills. Ability to interact effectively with people at all levels with patience, tact and diplomacy. <p><u>Computer Skills:</u></p> <ul style="list-style-type: none"> Up-to-date with latest and new technologies and updates. Technical expertise on setup, maintenance, management, customization, modification of Operating systems of desktop/laptop (especially Windows OS) and mobile (especially Android OS). 				

	<ul style="list-style-type: none"> Operating Systems: Windows (7, 8, 8.1,10), Linux, Android, Symbian. Software Application: Microsoft Office, Open source offices, Adobe programs. Others Computer related knowledge: Programing-C, Database Management System, Multimedia, Data Communication & Networking, Internet & Web technology. Systems Analysis & Designee. <p><u>Language Skills:</u></p> <ul style="list-style-type: none"> Excellent Communication skill both in Bangla and English. Arabic (Very good command). 	
Interests	In my additional time I like to keep myself active and busy. I enjoy surfing internet and being introduced to new technologies. I like meeting and socializing with friends and working with a team. I keep myself relaxed by listening to music and watching movies and games.	
Activities	<ul style="list-style-type: none"> Ability to work independently and under time pressure. Dedicated, Honest, Smart & Dynamic. 	
Project	<ul style="list-style-type: none"> Setup a Mail Server Using Linux Platform. 	
Working Experiences	<ul style="list-style-type: none"> Intern at Shahjalal Islami Bank Limited (Dhaka Main branch) . General Banking Activities of Shahjalal Islami Bank Limited Account opening, Issue check book, Fixed deposit, Export Import etc. Tracker cum Accounts Officer. Under Admin & Accounts Department of Al Habib Transport & Logistic at (Madanpur in Narangonj). Assistant Teacher & Asst. Controller of Examinations (on additional duty) Cambrian International School & College, Smart Campus, Japan Garden City, Mohammadpur, Dhaka. 	
Personal Profile	<p>Father's Name: Md. Mokbul Hossain Mother's Name: Umme Kulsum Date of birth: November 01, 1993 Nationality: Bangladeshi Religion: Islam Marital Status: Single Permanent Address: Village: 316 (2nd Floor) Post Office: Shantinagr Police Station: Shahjahanpur District: Dhaka</p>	
References	Name: Md. Abdul Kuddus Post: Deputy Director Organization: Islamic Foundation Bangladesh Contact No. : 01989608177	Name: Md. Saddam Hossain Khan Organization: Bangladesh Army International University of Science and Technology Designation: Lecturer Mobile: 01755677929 Email: saddam.bba.ju@gmail.com

I hereby declare that all the information stated above is true. I will be obliged to obey any kind of decision taken against me if any of the information is proved wrong.


(MD. OMAR FARUQ)