**Faruk Hossain**

House no- 286/3 East Nakhalpara,

Tejgaon I/A, Dhaka-1215

Mobile no : +88 01860445991

+88 01716192240

E-mail: faruk200693@gmail.com

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| **Career Objective:** |

Looking for hard and challenging job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovate and from where I will be able to enhance my knowledge.

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| **Employment History:**  1. Designation                           : ADMIN cum Accounts Executive      Duration                                : 5th December 2018 to Still      Department                           : ADMIN      Company Name                    : **Online Tech Academy**      Company Location                : Niketan, Gulshan  2. Designation                           : Executive      Duration                                : 15th April 2018 to 30th November 2018.      Department                           : Fulfillment Operation      Company Name                    : **eCourier ltd. (Sister concern of Linking Loop)**      Company Location                : Banani, Dhaka.  3. Designation                           : Fulfillment Executive      Duration                                : 25th August 2015 to 12th April, 2018.      Department                           : Fulfillment      Division                                 : Supply Chain      Company Name                    : **ajkerdeal.com (Sister concern of bdjobs.com)**      Company Location                : Kawran Bazar, Dhaka.  **Computer Skills:**  **Operating System:** Windows XP, Seven & Latest.  **Application Package:** MS Word, MS Excel & MS PowerPoint.  **Graphics Design:**Adobe Illustrator, Adobe Photoshop.  **Database:**MS. Access   |  | | --- | | **Educational Qualification:** |  * Masters of Business Administration **(MBA)**  Major in Human Resource Management (HRM)International University of ScholarsModdha Badda, DhakaCGPA: 3.37 Out of 4.00 Year of passed : 2018   * Bachelor of Business Administration **(BBA)**  Major in Human Resource Management (HRM)Southeast UniversityBanani, DhakaCGPA: 2.95 Out of 4.00 Year of passed : 2015   * Higher Secondary Certificate **(Commerce)**   Adamjee Cantonment College, Dhaka GPA: 4.60 Out of 5.00 Year of passed : 2010   * Secondary School Certificate **(Commerce)**   Holy Child College, Dhaka GPA: 4.75 Out of 5.00Year of passed: 2008 **Additional Work& Responsibility :** |

* Successfully completed (3 months) Internship program at **JAMUNA BANK ltd**.

### Responsibilities:

* Assist with month-end financial reports
* Help with accounts receivable, payable and bank statement reconciliation
* Assist with audits
* Support the payment processing team
* Data entry

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| **Language Proficiency:** |

* Successfully completed English language course **CELP** (Certificate of English Language Proficiency) organized by **Southeast University** and scored “**Good**”
* Bengali : Mother Language
* English : Good command in speaking, reading and writing.

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| **Professional Training/ Development program:** |

* **Computer Courses** (6 months). In Deepnet Computer Centre On **Bangladesh Technical Board**, Dhaka. (Office & Graphics Design)
* Completed **Fire service & Civil defense Voluntary Course.**
* Completed **Bangladesh National Cadet Core (BNCC) Course.**

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| **Personal Information:** |

### Father’s Name : Anwar Hossain

Mother’s Name : Parul Akter

Permanent Address : House-286/3, East Nakhalpara, Tejgaon I/A, Dhaka - 1215.

Date of Birth : 20th November, 1993

Marital Status : Married

Religion : Islam

Nationality : Bangladeshi (by birth).

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(FARUK HOSSAIN)