

# CURRICULUM VITAE



**Mohammed Omar Faruq**

**Jebel Ali, Dubai**

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## **Post**

**Applied for the Post of Documentation /Logistics Coordinator, Custom Export, Import E-clearance & Accounts Assistant**

## **Objective**

To attain a rewarding position that will give an exposure to challenging works and ensures full utilization of my potential and technical skills.

Looking forward to harness my experience and to associate my self with an organization, where there is organization served and self.

## **Academic Details**

**Bachelor Degree in Bangladesh**

## **Experience**

- Magna Life insurance Ltd  
(As a district Officer In Bangladesh From 2003 to 2004)
- NCC Bank Ltd  
(As a Computer Operators From 2004 March to 2004 December)
- Alokozy International Ltd (Jebel Ali Dubai)  
(As a Store Keeper From January 2005 to May 2005 In Visit Visa)
- L&M Distribution FZE (Jebel Ali Dubai)  
( As a Logistic Coordinator ,Documentation, ,& Custom Export Import ,Accounting Tally In Jebel Ali From 2006 November to Tile Date )

- **Computer Knowledge Ms Word, Excel, Power Point ,Accounting Tally (Ms Office)**

#### **Positions Held**

Computer Operator, Logistic Coordinator, Custom & Accounting Tally

#### **Job Responsibilities**

1. See Stock In Out & Mentation Warehouse
2. Make Documentation & Delivery Order
3. Make Emersal-II & Customs Clearness Export, Import In Dubai Custom .
4. Petty Cash Handling In Office
5. Accounting Software Tally

Father's Name : Mohammed Eshaque  
Date of birth : 01<sup>st</sup> January 1981  
Nationality : Bangladesh  
Marital status : Married  
Language Known : English, Hindi, Bengali.  
Passport No : BR0701201  
Visa Status : Employment

#### **Declaration**

I here with solemnly and sincerely affirm that the statement and the information's  
Furnished above are true and correct to the best of my knowledge and belief

Yours Faithfully  
**(Mohammed Omar Faruq)**