

TAREQUE MAHMUD FARID

Utilize analytical, critical thinking, and problem-solving skills to fuel growth - both personally and for the organization.



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H: 21/1, Khan Monjil, Agargon Taltola,
Govt.Coloni, Sharebangl-a Nogor ,Dhaka,1207

SKILLS & COMPETENCIES

Data Entry

Data analysis

Team Bonding

Communicati

Time Management

Business Process Execution

Computer Skills

WORK EXPERIENCE

Computer operator (contractual)

Senior finance controller Bangladesh air force.
04/2018 – Current

Responsibilities:

- Handle phone calls, visitors, and office communication smoothly.
- Maintain files, documents, and office records properly.
- Support daily office tasks like typing, photocopying, and data entry.
- Assist management with meetings, reports, and office coordination.

Interests



REFERENCE

Mohammad Arshed Ali Matubber

Department of Business Administration
Professor & Chairman of
Islami University
Cell: +8801752871101

Amir Hossain

Assistant Manager
Bangladesh Oil, Gas & Mineral Corporation
Cell: +8801554550367

EDUCATION

Master of Social Science (M.S.S)

2015-2016 - Political Science

Grade Point Average - 2.53 Out of 4.00

Patuakhali Govt. College, Patuakhali.

Bachelor of Arts (B.A Pass)

2011-2012 – B.A (Pass Course)

Result- Second Class

Patuakhali Govt. College, Patuakhali.

Higher Secondary Certificate [HSC]

2008 - 2009 - Commerce Group, Barisal Board

Grade Point Average – 3.10 Out of 5.00

Galachipa Degree College

Secondary School Certificate [SSC]

2005 - 2006 -Science Group, Barisal Board

Grade Point Average – 2.94 Out of 5.00

Haridebpur High School

SKILLS & PROFICIENCY

- Proficient in MS Word, MS Excel, MS Power Point
- Fluent in Bengali & English both in reading, written & spoken form.

PERSONAL INFORMATION

Address(Permanent): Chotogabua, Galachipa,
Patuakhali.

Name: Tatreque Mahmud Farid

Father Name: Abdur Razzaque Akon

Mother Name: Zainab Bibi

Date of Birth : 15th October 1992

NID : 2832654004

