

CURRICULUM VITAE

OF

Omar Faruk

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➡ CAREER OBJECTIVE:

To serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

➡ KEY QUALITIES:

- ✓ Aspiration to build a career showing superior performance.
- ✓ Hard working, sincere and eager to learn.
- ✓ Ability to take responsibility and honest life.
- ✓ Good analytical and problem solving skills.

EDUCATIONAL QUALIFICATION:

➡ Master of Business Administration (M.B.A)

Institution : Anandamohan College, Mymensingh
Board : National University
Subject : Management
Grade point : 2.89 (Out of 4.00)
Passing Year : 2022

➡ Bachelor of Business Studies (B.B.A)

Institution : Hazi Shariatullah College, Shariatpur
Board : National University
Subject : Management
Grade point : 2.75 (Out of 4.00)
Passing Year : 2021

➡ Higher Secondary Certificate (H.S.C)

Institution : Fulbaria College
Board : Dhaka
Group : Business Studies
Grade point : 2.83 (Out of 5.00)
Passing Year : 2016

➡ Secondary School Certificate (S.S.C):

Institution : Engineer Shams Uddin Ahammed High School
Board : Dhaka
Group : Business Studies
Grade point : 4.00 (Out of 5.00)
Passing Year : 2013

➡ COMPUTER KNOWLEDGE:

- ✓ M.S. Word, M.S. Excel,
- ✓ Internet Browsing
- ✓ Data Entry

➡ PERSONAL INFORMATION:

Name : Omar Faruk
Father's Name : Joynal Abedin
Mother's Name : Tahiron Nesa
Date of Birth : 15/11/1998
Sex : Male
Marital Status : Married
Blood Group : O⁺ (ve)
Religion : Islam
Height : 5'- 3"
Weight : 60kg
Nationality : Bangladeshi (by birth)
NID : 3305463741

➡ PRESENT ADDRESS :

Village: Balashor, Post Office: Telegram-2216, Word No- 04,
Upazila : Fulbaria, District : Mymensingh.

➡ PERMANENT ADDRESS :

Village: Balashor, Post Office: Telegram-2216, Word No- 04,
Upazila : Fulbaria, District : Mymensingh.

➡ LANGUAGE PROFICIENCY:

Language	Speaking	Reading	Writing
Bengali	Outstanding	Outstanding	Outstanding
English	Good	Better	Better

➡ CONFIDENCE:

I am a smart, young, Energetic, Dynamic, Good-looking and outgoing pleasant personality, and self starter, strong personal skill with an ability to work at a high pace on one's own initiative.

➡ Experience :

I have 5 years of experience as an assistant teacher. I am still working as a Program Organizer in the BRAC Skill Development Program SDF-RELI.

➡ DECLARATION:

I declare that all the information included here are true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates.

Date:

Omar Faruk