

CURRICULUM VITAE OF

MD FARUQ MIA
Cell: 01750632296

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Career Objectives:

Willing to build up career in a challenging position and to prove myself as a quick learner and highly energetic person to face any challenge in the professional sector where the contribution will be acknowledged, if would be given an opportunity.

Special Qualification:

I have some special qualification of accounts and administration, elegant in communication, good knowledge of team work, have potentiality of customer support. I can work under pressure and I am quick learner Also.

Educational Qualification:

Masters of Arts (M.A)

Name of Institution : Syed Ahmed College, Sukhanpukur. Bogura.
Passing year : 2021
Department : Bengali
Result : 2.94
University : National University

Bachelor of Arts (B.A Hon's)

Name of Institution : Bonarpara College, Gaibandha.
Passing year : 2019
Department : Bengali
Result : 2.67
University : National University

Higher Secondary Certificate (H.S.C)

Name of Institution : Sundarganj Technical Commercial College, Gaibandha
Group : Business Manegment
Passing year : 2014
Result : G.P.A – 4.77
Board : Dhaka

Secondary School Certificate (S.S.C)

Name of Institution : Sundargonj A. Mozid Mondal High School
Group : Business Studies
Passing year : 2012
Result : G.P.A – 2.88
Board : Dinajpur.

Interest:

- Traveling
- Reading business journals & entertaining with friends.
- All kinds of play & reading book. Special interest in cricket & football.

Self-Assessment:

- Willing to learn to build my career by accepting responsibilities.
- Optimistic confident and friendly as a person.
- Energetic, Sincere, Hardworking and dutiful.

Language Efficiency:

- Fluency in English and Bangla both written & Verbal.

Preferred Job Location:

- Anywhere in Bangladesh.

Fields of Specialization

- Computer skills.
- Teamwork skills
- Interpersonal Skills
- Adaptability
- Leadership and Good Communication skill.
- Financial Analysis
- Ability to work collaboratively
- Computer literacy
- Managing a team
- Working under pressure

Personal Information:

Name	: Md. Faruq Mia
Father's Name	: Md. Azizul Huq
Mother's Name	: Mst. Fatema Begum
Date of birth	: 12/04/1996
Nationality	: Bangladeshi (by birth)
Religion	: Islam
Sex	: Male
Height	: 5' 4"
Weight	: 55Kg
Blood Group	: A+
Marital Status	: Married
Mobile	01750632296
NID Number	1503621201

Job Experience:

February (2024-2026) January.

Mahadi fashion (Pvt.) Ltd

Messenger

Responsibilities

- Collected samples, accessories, and documents from buying houses as per requirements.
- Delivered samples and important documents between factory, office, and buying houses.
- Assisted merchandisers in daily operations and order follow-up .
- Maintained coordination between different departments (merchandising, store, production).
- Handled courier and dispatch-related tasks efficiently.
- Supported sample submission and approval process.
- Performed general office tasks such as photocopying, printing, and computer file management Responsibilities

Permanent Address:

Vill : Chachia Mirganj
P.S : Sundarganj

P.O : Tarapur
Dist : Gaibandha

Present Address:

hou : 511, Uchartreck mor,
P.S : Uttara

P.O : Ashkona,
Dist : Dhaka

Declaration:

“I do hereby declare and certify that all the information stated above in these curriculum vitae is true and complete to the best of my knowledge and belief”.

Date: 11/04/2026

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(Signature)