

CURRICULUM VITAE

Md Faruque Rashid
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Career Objective: To build my life in the light of honesty, dynamism, and to develop both the psychological and organizational position.

Esteem Traits: A drive to perform, patience, accepting challenging work, willingness to learn.

Work experience

- 1) Working as a Junior Business Executive at LankaBangla Finance Limited from 2nd April 2017 to present.
- 2) Have worked at Ruler-Soft Technology Ltd from 1st May 2016 to 28th March 2017 as a Customer Service Officer.

Academic Qualification

Bachelor of Business Administration (BBA) - 2016 (CGPA- 2.99 out of 4.00)

Higher Secondary Certificate (Business Studies) - 2011 (GPA- 3.80 out of 5.00)

Secondary School Certificate (Science) - 2009 (GPA- 5 Out of 5.00)

Language Proficiency: Mother tongue: Bengali

Other language(s):

	Understanding		Speaking		Writing
	Listening	Reading	Spoken Interaction	Spoken Production	
English	B2	B2	B1	B1	B2
The Common European framework of Reference for Languages					
German	A1	A1	A1	A1	A1

Computer Skills: Successfully passed the National skill standard basic 6 month's course examination in Computer Office Application under Bangladesh Technical Education Board.

Training and Achievement

- 1) Actively participated in the “**International Local Authorities Internship Program**” held on the dates between August 13 and 23, 2017 at the Headquarters of Union of Municipalities of Turkey.
- 2) Successfully completed the training course on **Business Management** from 25-29 October 2015, held at Sylhet, Bangladesh, organized by Sylhet Chamber and Commerce & Industry.

Extra Curriculum Activities:

- ❖ Work for Potho-Shishu Seba Songoton (an Organization of volunteers to serve street children) as a Youth Educator from March 2018 to present.
- ❖ Former Treasurer of Apex Club of Holy City (2017-2018).
- ❖ Teacher at ALO School from 2013- 2015 (A voluntary school for Orphans).
- ❖ Senior Executive member of Leading University Social Service Club. (2015-2016).
- ❖ Ex-coordinator of YES Friends in Sylhet, 2015-2016 (Youth Engagement and Support against corruption, a concern of Transparency International Bangladesh).

Conferences

- ✚ Successfully participate at Asia Youth International Model United Nation held on November 03rd – 06th 2017 at Kuala Lumpur, Malaysia as a delegate of International Monetary Fund (IMF).
- ✚ Successfully participate at Polaris Model United Nation conference in Shillong, India from 21st to 23rd April, 2016 as delegate of Sweden and the committee was DISEC (The Disarmament and International Security Committee).

Personal Information

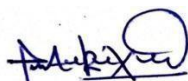
Name : Md Faruque Rashid
Father's Name : Md. Fakrul Islam
Mother's Name : Sufia Begum
Date of Birth : 22 November, 1992
Nationality : Bangladeshi
Height : 5' 6'' inch
Blood Group : A+
Religion : Islam
Marital Status : Single
Permanent Address : Vill- Choabhere R/A, P.S- Sahaporan, P.O- Jalalabad Cantonment-3104, District-Sylhet.

Managerial Skills: Excellent organizational and prioritization skills.

References:

1. Md Tashrif Ahmed Chowdhury
Head of Branch, LankaBangla Finance Limited, Sylhet
Cell Phone: +88 01709641650
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2. Shahedul Alam Khan
Senior Lecturer, Department of Business Administration. Leading University, Sylhet
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I am undersigned, hereby 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.



Md. Faruque Rashid.