



MD. OMAR FARUK

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Career Objective:

To make positive contribution as part of your dynamic and well reputed organization in a position where my abilities, technical, management, decision making and communication skills will be utilized and enhanced.

Employment History:

Total Year of Experience: (January 01, 2015 – February 22' 2017)

1. Organization: ACS Textiles (BD) Ltd. & ACS Towel Ltd. (A British Investment. 100% Export Oriented Manufacturing Concern)

Company Location: Tetlabo, Rupgonj, Narayanganj

Department: Accounts

Designation: Accounts Officer

Duties/Responsibilities:- Checking Gross Salary and Overtime, Prepare Final bill and Maternity bill. Cash Book maintain payment and received, leave, late calculation, Checking Salary and overtime sheet, List of opening new account and send to the bank.- Distribution of cash salary and overtime. Making unpaid Salary and overtime list.- Provision of Salary and wages posting into Dhiraj, Payroll related others work.- Cash Management and related work- Tally ERP 9, Kormee (A rational human resource management solution)- Dheeraj (Accounting Softwar), Kandaree Application

Academic Qualification:

1. Exam Title: BBA (Professional)

Institute : Global institute of Information Technology (GIIT), Tangail

Result: CGPA: 2.96 out of 4

pass year: 2014

Duration: 4 years

2. HSC

Business Studies

Moulana Abdul Hamid khan Vashani Degree College, Tangail

CGPA:2.50out of 5

2008 (2 years)

3. SSC

Business Studies

K.A High school, Tangail

CGPA:3.44out of 5

2006 (2 years)

Training Summary:

Training

Certificate of IELTS Course Completion

“S@ifurs” Training Institute, BangladeshTangail, Branch,2013 (3 month)

Certificate in Computer Application

“NTC” Institute of Computer Education

Bangladesh,Tangail,2009 (3 month)

Projects: Projects Topic-“Cement Industries Analysis of Seven Circles(Bangladesh) Ltd”

Company type-Cement Industry Company- Seven Circles (Bangladesh) Ltd

Duration-3 month

Specialization: Administrative/Executive· Computer Operator. Teaching and Consulting· Marketing, BBA, Production· Garments and Textiles· Advertising & Promotion· Business Development

Computer Sound Knowledge of Ms.-Word, Ms- Excel, Ms-Power Point, Photoshop.Well experienced with use of internet

Excellent managerial qualities

Able to learn new software applications

Others, Internet Operation, Web Browsing, Emailing, etc.

Extra Curricular Activities:-

Participated in Bangladesh Rover Scout- Participated in Masrum Development course- Worked as Volunteer in college- Participated in various cultural activities, etc.

Language Proficiency:

Personal Skill:

Self-motivated, Hard Working Co-operative, Optimistic.

Language: Good command over English, Bengali and Hindi, writing and Speaking

Interests and Hobbies-

Travelling, Playing Badminton, Listening to Classical Music English & Arabic, Net surfing, Reading different type books

Personal Details:

Father's Name: Md. Abdus Samad

Mother's Name: Rubia Khatun

Date of Birth: February 15, 1991

Gender: Male

Marital Status: Married

Nationality: Bangladeshi

Passport No. BB0954811

Religion: Islam

Permanent Address: Subarnatuli, Alalpur, Tangail-1200.

Current Location: Tangail.

Reference (s):

1. Referece Name: Md. Foyjul Anam

Organization: Global Institute Of Information Technology (GIIT)

Designation: Principal

Address: Kumudini Collage Road, tangail-1200

Mobile: 01191364677

2.Reference Name: Md. Jasim Uddin Howlader

Organization:ACS Textiles (BD) Ltd. & ACS Towel Ltd.

Mobile:+8801724767214

3.Reference Name: Md. Asraful Alam

Organization: S@ifurs, (Tangail Branch)

Designation:Manager

Address:Habibur Rahaman Plaza, old bus Stand, tangail-1200

Mobile:+8801676421809