

MD. OMAR FARUK

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CAREER HIGHLIGHTS

Professional Qualification : CMA Continuing
Level Enrolled : Business Level
Education Qualification : MBA in Finance
BBA in Accounting
Available For : Full Time

WORK EXPERIENCE

Executive Accounts & Administration 2017- Present

Fortune Enterprise Ltd.

- Assist in maintaining Cash Book and Bank Book
- Journal Entry to ERP software
- Preparing reports and analyzes financial data to ensure it is recorded and reconciled.
- Preparing challan and Vat documents.
- Other administrative task regarding tender, L/C etc.

Senior Trainee (Part Time) Customer service 2013 - 2016

Grameenphone Ltd.

- Provide customer service.
- Analyzing customer problems and giving solution.
- Taking feedback through NPS.
- Maintained proper communication with team members as a team captain.

LANGUAGE

- Bengali
- English

COMPUTER SKILLS

- Skilled in Microsoft Office.
- Basic knowledge in Adobe Photoshop.

TRAINING

- Evolve 360 Professional Skill Development Program by EWU CCC.
- Skill Development Program by EWU CCC.

SOCIAL ACTIVITIES

- Was a member of Rotaract Club of East West University.
- Worked with Bangladesh Thalassemia Foundation on blood donation camp.
- Engaged with Agro Industrialization Club of East West University.

EDUCATION

MBA (Finance) 2017
East West University
CGPA= 2.78

BBA (Accounting) 2014
East West University
CGPA= 3.03

HSC (Business Studies) 2009
Rajuk Uttara Model College
GPA= 4.90

SSC (Business Studies) 2007
Adamjee Cantt. Public School
GPA= 5.00

REFERENCE

Captain Md Mahmud Aziz (Retd)
Operations Director
Fortune Enterprise Ltd.
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