

Last Updated : **November 22, 2018**

OMAR FARUK

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Mohammadpur, Dhaka-1207.
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Career Objective:

A challenging as well as rewarding position is desirable which entails strong Interpersonal skills and work in an environment where I can contribute to the Organization and excel my qualities

Special Qualification:

Self-driven hardworking, good team player, quick learner and perseverance to duty and Responsibilities with excellent interpersonal skills pleasure personally, enthusiasm Honesty leadership ability and extensive research and development experience

Employment History:

Total Year of Experience : 6.8 Year(s)

1. Sub-Assistant Engineer (Civil) (December 5, 2017 - Continuing)

Impulse Hospital

Company Location : Nakhalpara, Tegaon I/A, Dhaka-1208

Department: Computer

Duties/Responsibilities:

Carry out visits to the construction sites of the company and submit report to Project Manager on current status.

Coordinate action plan with concerned departments regarding project completion.

Review the project in-depth to schedule deliverables and estimate costs.

Overseeing constructions to monitor compliance with building and safety regulations.

Coordinate and direct construction workers and subcontractors.

Ensure quality construction standards and the use of proper construction techniques.

Ensuring proper building construction according to the approved architectural design.

Prepare detailed project planning and construction work schedule.

Prepare BOQ and construction budget for project.

Ensure cost analysis and fixing rates of building construction items.

Monitoring construction work progress.

Coordinate with in-house and external design team and external consultants.

Prepare monthly progress report.

2. Sub-Assistant Engineer (Civil) (January 1, 2017 - November 30, 2017)

3rd Eye Apartment Properties Ltd.

Company Location : Mirpur DOHS, Dhaka

Duties/Responsibilities:

Carry out visits to the construction sites of the company and submit report to Project Manager on current status.

Coordinate action plan with concerned departments regarding project completion.

Review the project in-depth to schedule deliverables and estimate costs.

Overseeing constructions to monitor compliance with building and safety regulations.

Coordinate and direct construction workers and subcontractors.

Ensure quality construction standards and the use of proper construction techniques.

Ensuring proper building construction according to the approved architectural design.

Prepare detailed project planning and construction work schedule.

Prepare BOQ and construction budget for project.

Ensure cost analysis and fixing rates of building construction items.

Monitoring construction work progress.

Coordinate with in-house and external design team and external consultants.

Prepare monthly progress report.

3. Computer Trainer (April 1, 2012 - December 29, 2014)**Orbit Source Computer Training Institute**

Company Location : Ullapara Bazar, Sirajganj

Department: Computer Training Section

Duties/Responsibilities:

Trainer

4. Data Entry Operator (February 1, 2008 - March 10, 2010)**Digonto Computer**

Company Location : Balshabari, Ullapara, Sirajganj

Department: Computer Section

Duties/Responsibilities:

Data Entry Operator Control

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma in Engineering	Civil Technology	Dhaka Polytechnic Institute	CGPA:3.21 out of 4	2017	4 Years
SSC	Science	Hazi Aminul Islam High School	CGPA:3.94 out of 5	2012	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial Attachment	Construction	Partex Builders	Bangladesh	92, R-13/A, B-D, Banani, Dhaka-1213	2017	3 Months
Diploma in Computer Science & Programming	Computer Fundamentals, Windows, Hardware Concept, Ms-Word, Ms-Excel, MsAccess, Ms-Power Point, Programming, Internet & E-mail Chating Etc	National Youth Development Training Academy	Bangladesh	Ullapara, Sirajganj	2016	6 Months

Professional Qualification:

Certification	Institute	Location	From	To
Diploma in Computer Science & Programming	National Youth Development Technical Training Academy	Sirajganj	July 1, 2015	December 31, 2015

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : Engineer/Architect, Data Entry/Operator/BPO, Electrician/
 Preferred District : Construction/ Repair, Garments technician/Machine
 Preferred Country : operator, Data Entry/Computer Operator, Graphic Designer
 Preferred Organization : Anywhere in Bangladesh.
 Types : India, Malaysia, Qatar, United States, Kuwait, Oman
 : BPO/ Data Entry Firm, Computer Hardware/Network
 Companies, Engineering Firms, Garments, Hospital,
 Chemical Industries

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Computer Operator • Graphics Design • Microsoft Office package • Online Service 	Bangla Typing Speed: 40(Per Minute) EnglishTyping Speed: 30 (Per Minute)

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father"s Name : Nur Islam
Mother"s Name : Shilpi Khatun
Date of Birth : June 10, 1996
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Natun Dadpur, P.O: Balshabari, P.S: Ullapara, Dist: Sirajganj.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Abdul Mannan	Md. Rokunuzzaman Runu
Organization	: Dhaka Polytechnic Institute	Pabna Polytechnic Institute
Designation	: Chief Instructor of Environmental Technology	Chief Instructor of Environmental Technology
Address	: Tejgaon I/A, Dhaka- 1208	Radhanagar, Pabna Sadar
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	:	
EMail	:	
Relation	: Academic	Academic
