

# **Resume Of MD. OMAR FARUQUE**



Address : House No. 427/6, Jawchar, P.S. Kamrangir Chor,  
P.O. Asrababad, Dhaka-1211  
Mobile : 01671432484, 01918642421  
e-mail : [shadowgili@gmail.com](mailto:shadowgili@gmail.com) , [shadowgili@yahoo.com](mailto:shadowgili@yahoo.com)

## **Career Objective:**

An exciting analytical creative position where there is an opportunity to work with people in environment of excellence and passion.

## **Special Qualification:**

Have working knowledge on Microsoft office like Word, Excel, Power point, Windows OS like XP, vista, 7, 8, 10 & Ubuntu and good command at internet and able to operate different type of software's. Also operate hotel management soft & HR management soft.

## **Experience:**

### **Hotel Orchard Suites**

Department : Front Office  
Designation : Front Office Supervisor  
Duration : 14<sup>th</sup> September 2015 to 30<sup>th</sup> April 2018  
Company Location : H#90, R#13/A, Block-C, Banani, Dhaka-1213

### **The Olive (Residence+Suite)**

Department : Front Office  
Designation : Guest Service Agents (GSA)  
Duration : 05<sup>th</sup> October 2014 to 30<sup>th</sup> August 2015  
Company Location : H - 3 Rd No 126, Gulshan 1, Dhaka 1212

## **Academic Qualification:**

### **Masters of Science (M.Sc.)**

Institute : Dhaka College  
University : University of Dhaka  
Subject : Physics  
Passing Year : Continue

### **Bachelor of Science (B.Sc. Hon's)**

Institute : Dhaka College  
University : National University  
Subject : Physics  
Passing Year : 2014 (Result Published 2016)  
Result : CGPA-2.95 out of 4

**Higher Secondary Certificate (H.S.C.)**

Institute : Dania University & College  
Group : Science  
Board : Dhaka  
Passing Year : 2008  
Result : GPA-4.50 out of 5

**Secondary School Certificate (S.S.C.)**

Institute : Barnamala Adarsho High School  
Group : Science  
Board : Dhaka  
Passing Year : 2006  
Result : GPA-4.56 out of 5

**Professional Qualification:****Post Graduate Diploma in Human Resource Management (PGDHRM)**

Institute : Bangladesh Institute of Management  
Subject : Human Resource Management  
Duration : 1 year  
Passing Year : Continue (2018)  
Location : Sobhanbag, Mirpur Rd, Dhaka 1207

**Training:****National Certificate Course**

Institute : National Hotel Tourism & Training Institute  
Subject : Front Office Secretarial Operations  
Duration : 18 Weeks  
Passing Year : 2015  
Result : Good  
Location : 83-88, Mohakhali, Dhaka-1212

**Language and Communication Skills:**

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

**Specialization:**

- Computer Skill
- Data Entry Operator (Both English & Bengali)
- Human Resource Management
- Receptionist/ Front Desk

**Extra-curricular Activities:**

- To give the team motivational & skill development training at job life.
- Playing cricket and various competitions in academic life.
- Able to convince people.
- Self-motivated and hardworking.
- Able to Work in immense pressure.
- Leadership skills.
- Willingness to learn.

**Personal Details:**

Name : Md. Omar Faruque  
Father's Name : Md. Abdus Sattar  
Mother's Name : Mahmuda Khatun  
Date of Birth : May 17, 1990  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam

**Reference (s):****Reference: 01**

Zahanara Khanam  
Senior Training Officer (Head of the Dept.)  
Front Office Secretarial Operations  
National Hotel & Tourism Training Institute  
83-88, Mohakhali, Dhaka-1212  
Mobile No. 01815060707

**Reference: 02**

Md. Faqru Uddin Ahmed  
Front Office Manager  
Hotel Orchard Suites.  
House No.90, Road No.13/A, Block-C,  
Banani, Dhaka-1213.  
Mobile No. 01914159135

I hereby declare that all the information furnished in this Resume is true, complete and correct.

---

**(Md. Omar Faruque)**

Date: .....