

## **MD. FARUK MIA**

C/O: Rokeya, H- 60, block- G, Road - Baipas Bishyara road, Vill- Vogra Peyarabagan, ward no- 15, Gazipur City Corporation, PS: Bason, Dist: Gazipur., National University, Gazipur Sadar, Gazipur 1704  
01874206497, 01770186008, 01743741592  
farukmia4440@gmail.com , taslima30570@gmail.com



### **Career Objective:**

Become an expert to work in an environment where there is an opportunity of self assessment, improvement in both individual and group based work that will ultimately lead to the further growth.

### **Career Summary:**

1. Worked as an Accountant in Mona Securities & Stock Exchange. Duration: 02 Years (2012-2014) 2. Worked as an Asst. Teacher in Sayed Ali Islamia Dakhil Madrasah Classes : Nine-Ten/SSC about English (Compulsory)- NCTB Duration: 1 Year

### **Special Qualification:**

Computer Literacy in MS Word, Excel & Power Point, Operating Systems, Good command at Internet browsing & E-mailing, Operating experience of SAP, Tally, ERP-9, etc.

### **Employment History:**

**Total Year of Experience:** 5.7 yrs

#### **1. Trainee Relationship Officer (3.2 yrs)**

(6 Jan 2021 - Continuing)

##### **Eastern Bank Ltd**

Area of Expertise:

SME Loan (2.8 yrs)

##### **Duties/Responsibilities:**

Relationship with prospective customers, Selling Retail & SME loan Products. I am expert in home loan. Besides this also expert in Opening Account, Collecting LC related Document, Processing SME Loan File and Providing Customer Services. Besides the above responsibilities, I can also analyze the customer profile and preparing for Financial activities as well as financial statement, Verification of providing documents by customer through personal intellectuality. Offering to customer on the basis of their worthiness. I also monitoring the customer activities and minimize any other queries by CRM and Timely recovering any others unexpected OD amount.

#### **2. Assistant Product Marketing Officer. (1.4 yrs)**

(2 Jul 2019 - 12 Nov 2020)

**Delta Brac Housing Finance Corporation Ltd.**

Area of Expertise:

Home Loan (1.3 yrs)

Duties/Responsibilities:

House Loan, Liability &amp; Deposit.

**3. Teacher (1.1 yrs)**

(1 Nov 2015 - 1 Nov 2016)

**Sayed Ali Islamia Dakhil Madrasah**

Area of Expertise:

Teaching/ Training (1.0 yr)

Duties/Responsibilities:

Teaching

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Accounting	Bhawal Badre Alam Govt. College	CGPA:3.28 out of 4	2016	1
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA:2.89 out of 4	2015	4
HSC	Commerce	Sadullapur Adarsha College	CGPA:4.3 out of 5	2011	2
SSC	Science	Boshnobdash high school	CGPA:4.5 out of 5	2009	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Shorthand Wring / Steno -Graphy	How to write short hand as a stenographer.	Juno Unnoyon Proshikhon Academy, Uttara.	Bangladesh	Uttara, Dhaka.	2023	6 Months
Health	Basic Human Body System & Function.	Unimed Unihealth Pharmaceuticals.	Bangladesh	Dhaka	2019	1.5 Month
Fast Aid	Primary Treatment	Red Crescent Society	Bangladesh	Gazipur	2019	1 Day
Basic Computer Course	Ms Office & Data Entry, Networking & Browsing, Email etc	Al Hera Computer Training Center	Bangladesh	Gazipur	2017	6 month

**Professional Qualification:**

Certification	Institute	Location	From	To
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Accounting and Information Systems	Rahaman Rahaman Huq( a chartered firm , Partner of KPMG )	Dhaka	July 1, 2019	January 30, 2020
Spoken English	Saifurs	Gazipur Sadar	January 2, 2018	June 30, 2018

## **Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 30160
Expected Salary	: Tk. 45000
Preferred Job Category	: Accounting/Finance,Bank/Non-Bank Fin. Institution,General Management/Admin,Data Entry/Computer Operator
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: China, Malaysia, Qatar, Saudi Arabia, Singapore
Preferred Organization Types	: Banks,Leasing,Investment/Merchant Banking,Training Institutes,Govt./ Semi Govt./ Autonomous body,NGO,Airline,Share Brokerage/ Securities House,Satellite TV,Cement,Financial Consultants

## **Skill:**

Fields of Skill	Description
<ul style="list-style-type: none"> <li>• Interpersonal Skills</li> <li>• Presentation skill</li> <li>• Self motivated</li> <li>• Selling skills and strategies</li> <li>• Financial Reporting</li> <li>• Cost and Inventory Management</li> <li>• Accounting and Finance</li> <li>• Internal Auditing</li> </ul>	Photography, Volunteering, Presenting Myself, Accounting, Financing, Marketing, Speaking, Motivating people, Organizing People.

## **Extra Curricular Activities:**

Singing Islamic Songs & Lalon Gitee,Motor Byke Driving.

## **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	Medium
Bengali	High	High	High

## **Personal Details :**

Father's Name	: Md. Salam Mia
Mother's Name	: Most. Bulu Begum
Date of Birth	: 7 Apr 1994
Gender	: Male
Height (Meter)	: 1.76
Weight (Kg)	: 70

Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Sreekala,Goni Dealer Bari., Sadullapur, Sadullapur, Gaibandha 5710  
Current Location : Gazipur  
Blood Group : B+

## **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: MD. FAYSAL MAMUN	Md. Shaharul Islam
Organization	: Prime Bank PLC	DBBL
Designation	: JUNIOR OFFICER	RM
Address	: Consumer Banking Division, Facilities Tower(6th Floor), Kha- 199/2 Maddy Badda, Pragati Sarani, Dhaka.	Mowna Branch, Gazipur
Phone (Res.)	: +8801673688492	+8801765294103
Primary Mobile No	: +8801673688492	+8801765294103
Primary Email	: faysal.mamun@primebank.com.bd	mdshaharulislam437@gmail.com
Relation	: Professional	Academic