

# Mohammad Omar Faruq



## EXPERIENCES

### MARCHANTRADE ASIA SDN.BHD @ MALAYSIA

Position Title \_\_SUPERVISOR

(Branch In charge & Team leader)

Durations: February 2016 to December 2020

Types of organization: Remittance & Telecommunication Business.

Responsible for customer support, cash collection, answer phone calls etc.

Try to inform about company running offer & promotion and so on.

Specialized in Sales and Marketing.

### CRYSTAL NAVIGATION LIMITED

Position Title \_\_SR. EXECUTIVE

(Admin & Commercial Operations)

Durations: 1<sup>st</sup> January 2011 to February, 2015.

Types of business: Group of companies

Assist the departmental head to develop all necessary related documents

Developing new sources and preparing and updating supplier evaluation from & communicate with foreign buyers.

### # PRIME BANK LIMITED

Position Title \_\_COLLECTION EXECUTIVE

June 2009-- June 2010

Specialize in loan recovery from bank customer.

### # ISLAMI BANK BANGLADESH LIMITED

Internship @agrabad branch, Chittagong, Bangladesh.

Completed General Banking (Front Desk, Remittance, Clearing, and Cash Department) & Retail.

Duration: 3 months



CRYSTALOMAR2014@GMAIL  
.COM



**+971568854102**

## ADDRESS

C/O : MAULANA ABDUR RAHIM  
ADMINISTRATOR ASSISTANT  
AL NAMOTHAJ REAL ESTATE L.L.C  
NUAMIYA 2, AJMAN -UAE  
P.O.BOX : 9206  
+ 971502938236

## PERSONAL SUMMARY

DATE OF BIRTH - 08 MARCH 1985  
NATIONALITY - BANGLADESH

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## OBJECTIVES

To obtain a challenging and suitable position where I can contribute the best of my skills and efforts for growth of the company.

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## EDUCATIONAL BACKGROUND

S.S.C	2002	3.75	B. Studies
H.S.C	2004	3.80	B. Studies
B.B.A	2008	3.33	Fin & Banking
M.B.A	2010	3.39	Fin & Banking

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**MOHAMMAD OMAR FARUQ**

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**SIGNATURE & DATE**

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## ADDITIONAL SKILLS

Proficient in Microsoft Words, Microsoft Excel  
Organized and on time  
Excellent customer relation skills  
Possess good problem solving  
Able to work under pressure and meet tight deadline  
Independent and self-motivated  
Work in group  
Passion for continuous learning and personal growth  
Interest to study new thing  
Possess good communication skill

## REFERENCES

1. Mr. Mohammad Jonaidul Islam  
CSO  
Index Exchange  
Main Street Branch  
Al Ain , UAE  
+ 971551697754
2. Mr. Ahamadul Hoque  
Manager  
Index Exchange  
Sanaya Branch  
Al Ain , UAE  
+ 971509641450

