

# RESUME OF MIR TARIQUL ISLAM



## Overview

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Mailing Address : Flat No. E-5, House No. 50, Road No. 15/A (Old 26)  
Dhanmondi Residential Area , Dhaka-1209, Bangladesh.  
Contact No. : 01716-075832  
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## Objectives

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Aspiring for a position to utilize my skills and abilities in the area of Human Resource Mgmt., Operation and Administration with guaranteed integrity, honesty and discipline in a challenging environment that can also offer me professional growth while being resourceful, innovative and flexible.

## Experience

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1. Company Name: **Coppertech Industries Ltd**  
Designation: **Manager, (Human Resource Mgmt. & Administration)**  
Location: Head Office, Dhaka, Bangladesh.  
Duration: March 2017 to continue.

Company Profile: Coppertech industries ltd is one of the largest manufactures of copper products like Bus Bar, Wire, Tube, Pipe, Rod and Stripe in Bangladesh. Its factory located at Madhabpur, Hobijong with 5-acor area along with 350 employees. Its head office based on Dhaka and three division offices are located at Chittagong, Sylhet, Bogra with more than 70 employees.

### Major Responsibilities:

- General Administration
- Recruitment
- Procurements for Head office, warehouse and divisional office
- Manpower Management
- Vehicle Management
- Fire Safety Management
- Factory Management
- Foreign Guest and Housekeeping and many more.

2. Company Name: **Al Zahra Food & Beverage Ltd**  
Designation: **Executive Director**  
Location: Dhaka, Bangladesh.  
Duration: March 2015 to September 2016.

Company Profile: Al Zahra is a food and beverage processing company. Its Factory located at Natore with more than 150 workers and head office at Dhaka with 75 employee including sales

team. It is process foods like Snacks-Chanchur, Peas Fried, Potato Chips. Biscuits, Candy, Spices and many more snacks item.

**Major Responsibilities:**

- General Administration
- Recruitment
- Procurements
- Retailer and Dealer Management
- Fire Safety
- Factory Management

3. Company Name: **Exclusive Sneakers**

Designation: **Asst. Manager**

Location: Jamaica, New York City, USA.

Duration: 17 October 2014 to January 2015.

Company Profile: Exclusive Sneakers is a chain retail store of brand shoes like NIKE, ADIDAS, PUMA, PRADA, UGG, New Balance and TIMBER LAND etc. It has three retail branches with total number of 15 employees.

**Major Responsibilities:**

- Sourcing Shoes
- Trading Shoes.
- Showroom Management

4. Company Name: **Buds N Leaves Group**

Designation: **General Manager**

Location: Dhaka, Bangladesh.

Duration: March 2014 to August 2014.

Company Profile: Buds n Leaves is a multi-purposes company. It has couple of wings like.

A) Travel Kites – Tours n travels in and out bound.

B) Village Retreat – Luxury Resorts located at Mymensingh.

C) Her life Style – Women stylish Shop

D) Importing different goods from China like Jewelry, Cosmetics, and Toys etc.

E) Ahar N Adda – Catering survive among the university Canteen.

**Major Responsibilities:**

- General Administration
- Employee Management
- Guest Management
- Import Management

5. Company Name: **DollarCo Exchange Co. Ltd. Kuwait.**

Designation: **Officer in Charge** (Representative office Dhaka, Bangladesh.)

Location: Dhaka, Bangladesh.

Duration: October 2005 to March 2014.

Company Profile: DollarCo Exchange is a multi-national money transfer company, which head office located at Kuwait. It is transferring the remittance from Kuwait to all around the world.

It has 12 different branches all over the Kuwait and has a number of representative offices at different countries like Egypt, Philippines, Thailand, Pakistan, India, Sri Lanka etc. At March 2014, they closed the Dhaka office because of low business and attach me at the head office, Kuwait.

**Key Responsibilities:**

- As an in-Charge officer of the representative office, keep managing the administration, accounts and business relation with the clients and the Different Local Bank.
- As a remittance transfer Company’s local representative always working with the local Bank’s International Division leading with The City Bank, National Bank, Islami Bank, Sonali Bank, Pubali Bank, Rupali Bank all most every bank of Bangladesh.
- Working with new relation with upcoming new Bank.
- Monitoring every day’s international exchange rate with USD to BTK.
- Getting solution of reconciliations and double payments and other problems with the local Banks.
- Verifying monthly transactions between DollarCo and the local banks.
- Monitoring customer query division.

**Educational Qualification**

<b>HONORS</b>	
Honors:	Bachelor of Business Administration. (B.B.A)
Major:	Marketing
University:	American International University Bangladesh (AIUB)
CGPA:	2.65 Scale of 4
Passing Year:	2005.
<b>HIGHER SECONDARY</b>	
Group:	Commerce.
Board:	Dhaka.
College:	Collage of Development Alternative (CODA)
Results:	First Division.
Score:	631 out of 1000.
Passing year	1999.
<b>SECONDARY</b>	
Group:	Science.
Board:	Dhaka.
School:	Muslim Modern Academy
Results:	Second Division.
Score:	598 out of 1000.
Passing year	1997

**Computer Skill**

Application/Operating System : Windows upto 10 , Microsoft Office .

Others : Internet, E-mail browsing & Networking.

## Trainings

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<u>Training Title</u>	<u>Topic</u>	<u>Institute</u>	<u>Country</u>	<u>Location</u>	<u>Year</u>	<u>Duration</u>
Mgmt. Skills for Admin & HR Professionals Training	Admin and HR issues	BD Jobs	Bangladesh	Dhaka	2019	1 Day

## Known Languages

## Interests

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- Excellent written & verbal skills in Bangla & English
  - Reading, Traveling, Donating Blood.

## Personal Information

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Personal	
Father's Name	Mir Babul
Mother's Name	Ayesha Begum
Permanent Address	Village: Kola, P. O: Kola, P S : Shirajdikhan, Dist: Munshigonj
Gender	Male
Religion	Muslim (Sunni)
Marital Status	Married
Birth Date	24 <sup>th</sup> September 1981.
Nationality	Bangladeshi
National ID. No.	777 151 4556
Blood Group	A+(positive)
Hight	5` 6``

## Reference:

1. Khalid Sharif  
General Manager  
DollarCo Exchange Co. Ltd.  
Kuwait.  
Cell# +965-99680874
2. Mohammad Nazrul Islam.  
Finance Controller  
Royal Park Ltd.  
Bananni, Dhaka.  
Cell# 0191-1382478

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Signature