



# CURRICULUM VITAE

Of

MAJOR FAROOQ AHAMMAD RASHIDI (RETD)

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Holding no 1251, Rajendrapur, Gazipur ]

## **OBJECTIVE**

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I am dedicated to give my utmost support to the organization with my experience and capability, in order to achieve organization's goals. I am young, adventures and like to meet new challenges. I believe my hard work, sincerity and honesty will be able to earn the bench mark of the organization.

## **WORK EXPERIENCE (Professional Experience)**

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### **2015-Contuning**

- **CEAT (Multinational Company)**  
Manager Security & Liaison (Administration).

### **2014-2015**

- **Raidha Collections Ltd, Labib Group.**  
Deputy General Manager- Administration (Head of Admin).

### **1998-2014**

- **MAJOR (Retd)**  
Served as a Commissioned Officer at Bangladesh Army for 14 years.

## **SKILLS**

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**Professional :** Leadership, Project Management, Supervision, Administration, Policy Development, Large scale Security & Safety, Fire Protection, Property Protection, Liaison, Legal Issue, MIS,EHS,ESS,SAP.

### **Computer:**

- MS Word, MS Excel, MS Access.
- Adobe Photoshop.
- MS Power Point.
- LAN networking.

### **Foreign Language:**

- English – speak, read and write.
- Driving License: YES
- Arabic – read.

### **Responsibilities & Duties I performed:**

- **Manager Security & Liaison of CEAT Bangladesh.**
  1. Maintain ongoing project work.(Administration & Logistics.)
  2. Establish strong liaison with local government officials and local elites.
  3. Develop policy.
  4. Ensure EHS (Environment Health Safety) and ESS ( Employee Satisfaction Survey ) .
  5. Ensure safe work zone.
- **DGM ADMIN (Head of Admin)LABIB Group.**
  1. Monitor all ongoing construction works & logistics supply.
  2. Plan & setup machineries as per machine layout plan on new opening floors ( 68000 sqft ).
  3. Ensure CTPAT policies for export & import goods.
  4. Ensure all electrical, mechanical and building safety as per ACCORD & ALLIANCE.
  5. Create safe and good working environment for all workers & staff.
  6. Ensure all facilities to all employees as per company policy.
  7. Maintain proper use of automation for attendance and accurate salary payment.

8. Minimize all day to day expenditure and develop policies to support that.
9. Maintain good harmony with local elites and local government officials to gain maximum benefit out of them.

- **DAA&QMG (Administrative & Logistic staff)-Brigade level-02 years.**

1. Plan, control & distribute fuel and ammunition for operation/training purpose.
2. Control movement of all kind of vehicles of Brigade team (3xInfantry Unit).
3. Plan and maintain supply of dry/wet rations & cloths for all soldiers of Brigade team round the year.
4. Prepare plan and accordingly ensure all kind of logistics supply for Brigade team during operational deployment.
5. Conduct conference with local Government officials (DC, SP, Sr Civil Officer) during in aid of civil power.

- **Company Commander (Command & Leadership)- Coy level-04 years.**

1. Maintain good harmony among all soldiers of company.
2. Keep mentally and physically fit all soldiers of company.
3. Ensure proper training of soldiers to develop necessary skill.
4. Lead & command soldiers in most vulnerable (crisis) situation.

- **Instructor & Staff -NCOA-02 years.**

1. Assist to prepare training plan for all student soldiers.
2. Assist & act as staff officer of chief instructor of institution.
3. Maintain strict discipline and ensure all students are following institution's rules & regulations.

- **Adjutant(Administrative staff)-unit level – 05 years.**

1. Act as a staff officer of Unit Commanding Officer.
2. Plan, execute and maintain duty roster.
3. Look after/monitor unit discipline activities.
4. Ensure all kind of security compliances of unit.

- **UN Peace Keeping Mission in SUDAN - 01 year.**

1. Understand & maintain memorandum of UN mandates.
2. Plan and brief on international security matter.
3. Analysis upcoming threat and prepare contingency plan.
4. Conduct security conference with all UN agencies and NGOs .
5. Provide internal & external protection to foreign officers (UNMOs) .
6. Ensure proper logistics supply of camp.
7. Maintain good staff work and liaison with foreign officer.
8. Achived Force Commander Commendation for effective performances.

- **Experience Other than Military .**

1. Election duty at 2001, 2007 and 2013.
2. Preparation of National ID Card at 2008.
3. Rescue mission during natural disaster.
4. Various Asraion project at urban areas.

## **PERSONAL INFORMATIONS**

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1. Date of Birth: 12 Dec 1979. 2. Place: Dhaka. 3. Nationality: Bangladeshi. 4. Sex: Male. 5. Height :175 cm. 6. Religion: Islam. 7. Status: Married. 8. Children: One daughter (02/12/2013). 8. Wife's Occupation: House wife.

## **TRAVLE HISTORY**

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Sudan, Egypt, Japan.

## **EDUCATION**

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Duration		School/College/ University	Examination Passed (Give Subjects)	Division/ GPA Obtained	Year of Passing the Exam	Remarks (Include Position in the Board if any)
From	To					
1994	1995	Jinaidah Cadet College, Jessor	SSC	1 <sup>st</sup> Div	1995	(10th)
1995	1997	Residential Model College, Dhaka	HSC	1 <sup>st</sup> Div	1997	
1998	2000	National University (BMA)	BA (Pass)	2 <sup>nd</sup> Div	2000	

## **REFERENCES**

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Name : SHAMEEM AHMED,psc

Organization : BANGLADESH ARMY.

Designation : BRIGADIER GENERAL.

Address : AFD, Dhaka Cantonment.

Phone : 01713091304

Relation : Professional.

Name : COLONEL MD ABDUL HOQUE,psc (Retd)

Organization : Raidha Collections Ltd. Labib Group.

Designation : DMD.

Address : Mohammadpur, DHAKA.

Phone : 8801769012515.

Relation : Professional.

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