

# Profile Of Md. Abul Faruque

## Objectives:

To build up a highly professional skill, working with a renowned organization and tie up own knowledge, experience, and the employer's expectations in order to meet the organization's mission and vision, and to prove myself to be an important asset for that organization through my dedication, sincerity and highest level of professionalism.

## Academic Qualification:

M.A (Previous) in Political Science, under Dhaka University in 1992.

## Language skills:

Language	Reading	Speaking	Writing
English	Good	Good	Good
Bengali (native)	Excellent	Excellent	Excellent
Japanese	Average	Good	Average

## Professional Background:

### Current Position:

Interpreter & Professional Tour Guide, JABA Tour Ltd.

### Duties and Responsibilities:

- # Preparing tour according to the Japanese clients requirement and coordinating the tour.
- # Make sure the tour is as safe as possible for the entire group.
- # Interpret Japanese Language for buyer & Business transaction with Japanese business partners.
- # Japanese interpretation service for machine installation with Japanese Engineer/Technicians.
- # Specially working as a Japanese speaking tour guide for different tour company of Japan.

**Project Assistant, JICA Project for Promoting Investment and enhancing Industrial Competitiveness in the People's Republic of Bangladesh, from September 2017 to March 2022.**

# Worked at the JICA Project named "**Institutional Development of Metro Rail (line -6)**" as a **Secretary** from October 2014 to March 2027.

### Work Experience with Bengal Tours Ltd.

*(16 June 2007 – 15 October 2014)*

I worked in "The Bengal Tours" as a Senior Executive (Japanese wings) for 7 years and 4 months with excellent Japanese language skill. I was responsible for organizing tour operation, Japanese interpretation, planning to develop international tourism. I have long time practical working experiences in several sectors with Japanese delegates.

### **Duties and Responsibilities:**

To make sure the tour is as safe as possible for the entire group.

To interpret Japanese Language for buyer & Business transaction with Japanese business partners.  
Japanese interpretation service for machine installation with Japanese Engineer/Technicians.

Japanese speaking tour guide for different tour company of Japan.

### **Special Training Courses:**

- I studied basic Japanese Language Course under International Business Language Services, Shimbashi, Tokyo, Japan.
- I have obtained 4 and half months training on "Front Office Secretarial Operation" from the National Hotel and Tourism Training Institute (NHTTI) organized by Bangladesh Parjatan Corporation.
- Workshop on "Enriching tourism products with traditional Arts & Crafts".
- Short Course on Shipping Procedures for Export & Import.

### **Some other Work Experiences:**

- Worked as an instructor of Chittagong around 6 months on behalf of Japanese buyer named **Japana, Alpen** Group.
- Worked with WATAMI as a tour operator and Japanese speaking guide several times.
- Worked with (JIC) Japan International Consultants for Transportation Co., Ltd as Interpreter cum Japanese speaking guide 4 time for 10 days under Metro Rail Project, Dhaka line - 6.
- Handled many Japanese tour operator companies (7 to 10 days) group tours (e.g. H.I.S, KUONI, Hankyu Travel, Lotus Travel, JTB, World Air Sea Service, SAIYU Travel Co., Ltd, NOE Corp, Cox & Kings, NihombashiTravelers' Club Co., Ltd. Mazelan Travel, etc.
- Worked with JETRO (Japan External Trade organization) & JICA ( Japan International Cooperation Agency) as an interpreter for several times.
- Professional Photographer group tour
- Worked as a local representative of "The Goi Peace Foundation".
- MIURA South East Asia Pte, Ltd
- Mitsubishi Estate Asia Pte, Ltd
- UNIQLO
- Bank of Tokyo-Mitsubishi UFJ, Ltd.
- Mitsui Fudosan Co. Ltd.

### **Study Tour experiences in Bangladesh:**

- OSAKA University Students Study Tour.
- KYUSHU International University Students Study Tour.
- BUNKYO Gakuin University Students Study tour.
- Voluntary Study tour under the HANKTU TRAVEL International Co., Ltd.
- JOGAKKAN College Student Study Tour
- Shizuoka University Students Study Tour
- The Japanese Red Cross College of Nursing

**TV Program:**

- Worked with Fuji Television as a Coordinator & Interpreter for making a documentary film named "INORI" in 2011.
- Worked with TV - Asahi Team as a Coordinator & Interpreter in June 2013. The name of the program was "HONEY HUNTER"
- Worked with TV – TOKYO as a Coordinator & Japanese interpreter in 2009. Documentary film name was "BRAND NEW JAPAN".
- Worked with NHK TV Team as a Coordinator & Interpreter in 2014, named of the program was "DOTE NABE".

**Experiences as a Waiter my responsibilities were at sunset Beach Restaurant Row:**

*(June 1996 to 2000)*

- To make relationship with all customers and treat them as a valued customer.
- To ensure the highest level of service to the customer.
- To keep the working area clean and hygienic.

**Experience in Chunghwa Picture Tubes (MALAYSIA) SDN. BHD. *(May 1993 to May 1996)*****As a Supervisor my accountabilities were:**

- To handle all Bangladeshi workers
- To look after the welfare matters of all Bangladeshi workers.
- Counseling to improve their efficiency in production
- To support administrative matters to the Bangladeshi workers
- To ensure workers attendance and motivate them at the highest level of service.
- To inform the top management about all assigned responsibilities regularly.
- In addition, I had to do the workers hostels supervising.

**Interest:**

Traveling, listening music, reading religious books and mingle with multicultural environments.

**Skills:**

Good at relational development skills, marketing, public relations, administrative responsibility, correspondence, client management etc.

**Indemnification:**

I announce that the information I have furnished on this resume is, to the best of my understanding and belief, complete and correct, I understand that producing any false or incomplete information may guide the negative response of my application.



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**Signature**