

Last Updated : **August 21, 2018**

## **ABDUL KAYUM**

Address: Holding: 494, Ward: 09, Shahid Keyam Uddin  
Road, Morkun, Tongi-Gazipur  
Mobile : 01683961860  
email: mkmunnabd@gmail.com



### **Career Objective:**

To build up career in the realm of the professional corporate Sector, Multinational Corporation, & IT sector etc. So as to become an expert in any of these fields.

### **Career Summary:**

To have an opportunity to work in a challenging position where excellence and teamwork are the key to success.

### **Special Qualification:**

2 years works experience in Networking section as a admin. 2 years work experience as IT Executive in IT enabled company.

### **Employment History:**

**Total Year of Experience : 8.4 Year(s)**

#### **1. Admin Manager ( December 9, 2017 - Continuing)**

##### **SDC OVERSEAS TRAINING & TESTING CENTER LTD.**

Company Location : 536, DHOUR MONDIR ROAD. TURAG .DHAKA-1230

Department: IT

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

- Record keeping in multiple entities, note taking and preparing documents, and email corresponding and formal letter writing etc.
- Maintain database of different reports, addresses, contacts etc..
- Skillfully use Excel software to make reports and analyze data.
- Operate data from management system.
- Input data in accurate manner into web based software;
- Generate reports from software.
- Daily report submits to the Management.
- Customer support services
- Telemarketing services
- IT help desk services
- Other responsibilities assigned by the Management.

#### **2. IT Executive Officer ( January 1, 2016 - November 30, 2017)**

**International Agencies - Bd. Ltd**

Company Location : 128 New Eskaton Road, Habib Centre, 2nd Floor, Dhaka-1000, Bangladesh.

**Duties/Responsibilities:**

- System Management.
- Hardware (Computer/Printer/UPS/Scanner) troubleshooting, computer assembling
- Network develop, cabling, troubleshooting, router configuration
- Installing and troubleshooting Windows Devices
- Configure Email Software
- User support having Windows, android, iOS devices
- Visit of all Office and Factory locations
- Visit all Depots for support
- Perform of Data recovery
- Maintenance of CCTV& Projector
- Maintenance of Office Documents
- Working with Adobe Photoshop and Illustrator
- Installation and maintenance of Antivirus
- Working with Microsoft Office Packages
- Printer and Data sharing securely

**3. IT Executive ( February 15, 2015 - December 31, 2015)****Helix IT Solution**

Company Location : 793/1, Monipur, Mirpur- Dhaka

**Duties/Responsibilities:**

- Assist IT Head and manage the ICT works of the Company.
- Coordinate with all department of the company and solve all IT related problems.
- Troubleshooting and maintenance of IT related equipment such as PC, server, laptop, printer, network-ing etc.
- Any sort of troubleshooting on CCTV/ IP Camera.
- Diagnosis, troubleshooting and solving any problems of LAN, WAN, e-mail/outlook, Internet, Printer, HR software etc.
- Troubleshooting of technical issues in conjunction with Engineering team and/or vendors/clients
- Maintain domain admin panel
- Maintain website and make necessary addition and deletion when necessary
- Ensure system support to user level as per requirement
- Maintain Email server

**4. Network Administrator ( October 1, 2013 - February 15, 2015)**

## **Euro Information Technology**

Company Location : Hasib Plaza,TNT Bazar,Tongi,Gazipur

Department: Networking

### **Duties/Responsibilities:**

- Identify information technology strategies and implement them in line with CRP's objectives.
- Manage Information Technology and computer system
- Ensure technology is accessible & equipped with current hardware & software
- Selecting appropriate software and hardware for IT operations, as well as troubleshooting these systems regularly, or managing subordinates who troubleshoot.
- Maintain the integrity of all operating systems and servers for the seamless operation of the organization.
- Capturing, storing and processing data & maintain the security of these systems.
- Provide orientation to new users on existing or upcoming technology
- Provide training & support as requested
- Maintain current & accurate inventory of technology hardware, software & resources
- Ensure the smooth operational status at various functional areas especially where there is high level of IT penetration

## **5. Graphics and Web Designer ( October 1, 2011 - January 1, 2015)**

### **Upwork(Odesk) Market Place**

Company Location : International

Department: Designer

### **Duties/Responsibilities:**

- Establishing and maintaining effective working relationships with online Buyers and clients.
- Design Logo, Banner, Business Card, Flyers, Website etc.
- Pick up, sorts and sends or distributes mail.

## **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
CSE	Computer Science & Engineering	Green University of Bangladesh	CGPA:3.8 out of 4	2014	4
HSC	Science	Tejgaon College	CGPA:3.3 out of 5	2009	2
SSC	Science	Shilmun Abdul Hakim Master High School	CGPA:4.63 out of 5	2007	-

## **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial Training	system management	BANGLADESH IT SOLUTIONS (BITS)	Bangladesh	129, Kalabagan, Dhanmondi Dhaka 1205.	2013	6 Month
Networking and Routing	network solutions and router configuration	EURO IT	Bangladesh	Tongi	2013	1 year
MS Office Course	Computer Application Course	Euro IT Technology	Bangladesh	Hasib Plaza,T&T Bazar,Tongi	2009	6 Month
Graphics Design		EURO IT	Bangladesh	Tongi	2009	1 year

## **Career and Application Information:**

Looking For : Top Level Job  
 Available For : Full Time  
 Present Salary : Tk. 25000  
 Expected Salary : Tk. 30,000  
 Preferred Job Category : IT/Telecommunication, Design/Creative  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization Types : Telecommunication, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Call Center, Web Media/Blog, Cellular Phone Operator

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Network Engineering</li> <li>• Hardware &amp; Networking</li> <li>• IT Support Service</li> <li>• Graphics Design</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise hands in troubleshooting of Computer hardware related problems such like Printer and Drivers.</li> <li>• Managing and Maintaining the Servers, PC's, Routers and Switches.</li> <li>• Configuring, Managing and Maintaining Networking Equipment's.</li> <li>• Network processing, centralized and distributive network connection.</li> <li>• Installing, configuring and administering network technologies.</li> <li>• Installed and configured LAN.</li> <li>• Backup Management, Reporting and Recovery.</li> <li>• Disaster Recovery.</li> <li>• Virus Protection and Eradication.</li> <li>• Maintenance of MS Exchange Environment.</li> <li>• Configuring and troubleshooting Microsoft Outlook and Outlook express.</li> <li>• Provision of Internet Access and Management of Web marshal.</li> <li>• Analysis of Security Alerts and Implementation of Recommendations Third-party middleware and database software.</li> <li>• Providing Training for Cisco Certifications such as CCNA.</li> <li>• Installing configuring administrating software applications.</li> <li>• Providing Training of troubleshooting of Computer Hardware Devices.</li> <li>• Security administration port security on switch and IP security on Router via Access list.</li> <li>• Familiar with web technology HTML CSS.</li> <li>• Functional knowledge of Data base management SQL Server on windows and MySQL.</li> <li>• Documentation of all the work done using Visio, Excel and MS word.</li> <li>• Preparing monthly work status report and updating technology specific documents.</li> <li>• Responsible for designing and implementation of customer's network infrastructure.</li> <li>• Help negotiate hardware, software, and circuit contracts for customers.</li> <li>• Redesign customer's office copper and fiber cable plant for scalability.</li> <li>• Operating Systems: Windows2000, Windows XP, Windows Vista, Windows 7, Windows 8, Ubuntu</li> <li>• HTML Editing Tools: Macromedia Dreamweaver, Adobe CS</li> <li>• Graphics Tools: Macromedia Flash, Macromedia Fireworks, Adobe Photoshop, Adobe PageMaker, Adobe Illustrator.</li> <li>• Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express.</li> <li>• Extensive knowledge of operating systems like Microsoft Office XP/2007/ NT/ Vista and Linux.</li> <li>• Familiar with Applications like MS Project, Abode, MS Office Suite, Photoshop, Illustrator and MS Live Meeting.</li> </ul>

### **Extra Curricular Activities:**

• Computer assembling and maintenance. • Troubleshooting hardware and software problems. • Installing and configuring the peripherals, components and drivers. • Installing software and application to user standards. • Sound knowledge of digital and analog embedded computer hardware. • Wide knowledge of motherboard and circuit designs of monitor. • Deep knowledge of printer and cartage refilling. • Familiarity with Analog Circuit, Digital Circuit. • Proficient with electrical hardware test equipment (Multi meter, PCB testing card, analog meter, etc.) • Configuring and troubleshooting desktops, laptops and servers. • Familiar with hardware tools like servers, printers, and networking and telecommunications devices. • Excellent troubleshooting skills in complex software and hardware problems. • Installed Hard disks, Floppy drives, CD Drives, CPU, Memory, Power supply unit, Network card, and Video graphics card on PC systems. • Troubleshooting of personal computers. On line Support to customers concerning their computer problems.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	Medium

### **Personal Details :**

Father"s Name : NOOR MUHAMMAD  
Mother"s Name : NURUN NAHAR  
Date of Birth : May 8, 1990  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Holding: 494, Ward: 09,Shahid Keyam Uddin Road,Morkun,Tongi-Gazipur  
Current Location : Dhaka

### **Reference (s):**

Name : Mohammad Jalal Uddin  
Organization : Gopalganj Sadar Upazila  
Designation : Upazila Nirbahi Officer (UNO)  
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Relation : Professional

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