Applied For: **Virtual Assistant, Sylhet Office (All Types)**

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# A.S.M. Sayem

Address: C/O: Sirajul Islam Khan 5/C, Polashi Government Staff Colony, Azimpur
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## Career Objective:

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

## Career Summary:

To become a dedicated, adroit young IT professional who can maintain organizational activities with discipline and honesty, seeking an opportunity in an organization that will utilize and further enhance my IT based knowledge in creative section.

## Employment History:

**Total Year of Experience :** 6.5 Year(s)

1. **System Expert ( October 1, 2014 - Continuing)**

    **SK C&C**
    Company Location : Gulshan-2, Dhaka-1212
    Department: Application & System
    *Duties/Responsibilities:*
    1. Server administration and operation for Windows and Linux server.
    2. Monitors all system errors and critical system messages.
    3. Maintain database Server.
    4. Administer Storage Area Network (SAN) and backup server.
    5. Troubleshoot and fix storage issues.
    6. Monitor server performance, hardware and OS fault.
    7. Documentation and reporting for the system requirements.
    8. Maintain Toss Applications (Dashboard Monitor, FNMS, ESM, TMS, NMS and FMS).
    9. Operation & Maintenance of Network & Systems in Network Operation Center.
    10. Access Control & CCTV Camera Maintenance & monitoring.

2. **IT Executive ( December 1, 2012 - January 31, 2014)**

    **Roshawa Spinning Mills Limited**
    Company Location : Banani,dhaka
    Department: IT
    *Duties/Responsibilities:*

1. Administrating and configuring network & Software management.

2. Capable to provide all sort of IT assistance & hardware maintenance to group employees as when required.

3. Setup, configure & support LAN/WAN, PABX, CCTV, Access Control System.

4. Maintain Tally Server.

5. Periodic maintenance of LAN & WAN equipments of server, workstations, Printers, UPS, LAN fittings & other related equipments.

6. Maintain current and accurate inventory of technology hardware, software and resources.

7. Plan, organize, control and evaluate the operations of information systems including hardware, network and communications.

8. To Control Company E-mail Account for all the employee through MS outlook.

9. Periodic Virus detection, removal and prevention for all system problems.

10. Troubleshooting hardware/software faults.

11. Provide orientation to new users of existing technology, train staff about potential uses of existing technology, train staff about new and potential use.

3. **Network Administrator ( December 1, 2010 - November 30, 2012)**

**nazdaqTechnologies Inc.**
Company Location : Banani,dhaka
Department: Network & System
***Duties/Responsibilities:***
1. Administration, Configuration of Windows and Linux Server.

2. Manage Internal Network (LAN) with Wired and Wireless Connection and helpdesk.

3. Support Users with Hardware and Software Issues (Windows Based PC Systems).

4. Install, configure and maintain network & internet security issues (LAN, WAN, Remote Data Connectivity, File server, Application server,database server,windows server 2008 ).

5. Maintain Active Directory Server: User Authentication, permission, files restriction.

6. Monitor system,server performance,bandwidth and MRTG .

7. Email user administration; troubleshooting of password and access related problems, setting up network and email user IDï¿½s list in compliance with proper documentation.

8. Configure and maintain Router,Switch,IP Camera,Fingerprint machine and Printer.

## Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|---|---|---|---|---|---|
| B.Sc.Engineering | Computer Science & Engineering | Shahjalal University of Science & | CGPA:2.71 out of 4 | 2010 | - |

| | | Technology | | | |
|---|---|---|---|---|---|
| HSC | science | B.T.R.I School and College | CGPA:3.4 out of 5 | 2003 | 2001-2002 |
| SSC | science | B.T.R.I. High School | CGPA:4.63 out of 5 | 2001 | 1999-2000 |

## Career and Application Information:

| | |
|---|---|
| Looking For | : Mid Level Job |
| Available For | : Full Time |
| Expected Salary | : Tk. 20,000 |
| Preferred Job Category | : Engineer/Architect, IT/Telecommunication |
| Preferred District | : Anywhere in Bangladesh. |
| Preferred Organization Types | : Telecommunication, Software Company, IT Enabled Service, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Engineering Firms |

## Specialization:

| Fields of Specialization | Description |
|---|---|
| <ul><li>LAN/WAN</li><li>Switches/Routers</li><li>Windows Administration</li><li>Windows 2000/2003 Server(s)</li><li>IT System Management</li><li>IT Support Service</li><li>Network Engineer/Network Administrator</li><li>System Engineer (Computer Network & System)</li><li>Telecommunication</li></ul> | 1. Languages: C, SQL, PL-SQL.<br>2. Operating Systems: Windows (XP, Vista, windows7,Windows 8,Windows Server 2008 ,Windows Server 2012), Linux (Ubunto).<br>3. Database: Oracle 10g, MY-SQL, Sql Server 2008.<br>4. Tools: Adobe Dreamweaver,Adobe Photoshop, MS-Office, MS- Excel, Power Point, MS- Outlook, Thunderbird. |

## Extra Curricular Activities:

1. Member of a CSE society, SUST. 2. Member of" Sust Science Arena". 3. I am a player of my university as a Cricket player and I have got the certificate of Inter varsity cricket tournament. 4. I am a player of my university as a volleyball player, football player & badminton player also.

## Language Proficiency:

| Language | Reading | Writing | Speaking |
|---|---|---|---|
| English | High | High | High |
| Bengali | High | High | High |

## Personal Details :

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|---|---|
| Father's Name | : Md.Shahe Alam Howlader |

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|---|---|---|
| Mother's Name | : | Bilkis Begum |
| Date of Birth | : | November 16, 1986 |
| Gender | : | Male |
| Marital Status | : | Unmarried |
| Nationality | : | Bangladeshi |
| Religion | : | Islam(sunni) |
| Permanent Address | : | Vill: Charkawa Nayani. Post: Charkawa.PS: Barisal Sadar Dist: Barisal |
| Current Location | : | Dhaka |

## Reference (s):

| | | Reference: 01 | Reference: 02 |
|---|---|---|---|
| Name | : | Mohammad Zafar Iqbal | Arman Khan |
| Organization | : | Department of Computer Science &Engineering | Tech Valley Networks Ltd. |
| Designation | : | Professor | NOC Manager |
| Address | : | Shahjalal University of Science and Technology | |
| Phone (Off.) | : | (88)-0821- 713850/714479-154 | |
| Phone (Res.) | : | | |
| Mobile | : | | 01989-700370 |
| EMail | : | mzi@sust.edu | armankhanict@gmail.com |
| Relation | : | Academic | Professional |