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ABDULLAH AL KAFI

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Career Objective:

Work as an ICT Professional

Career Summary:

A proactive, enthusiastic, adaptable and hard working person with efficient interpersonal skills. Quick learner with flexible approach to work hard to reach the goal. Ready to work under pressure and determined to deliver the best service with appropriate planning and time management. Good knowledge and experience of project management skills.

Special Qualification:

MSc in Computer Science, 2007
Faculty of Advanced Technology (FAT), University of Glamorgan, Cardiff, UK

Employment History:

Total Year of Experience : 6.6 Year(s)

1. Information Assistant (September 24, 2008 - May 16, 2010)

University of Wales Institute Cardiff (UWIC), UK

Company Location : Cardiff, UK

Department: Information Services Division

Duties/Responsibilities:

• Information Assistant:

• Support students to issue, borrow and find books, journals/education items through library issue desk.

• Answer users query relating to issue, renew, reservation of educational materials with excellent customer focused manners via telephone or at desk.

• Maintain user's accounts using automated TALLIS system.

• Provide all other issue desk support for the library.

2. IT Support Assistant (September 24, 2007 - May 15, 2011)

University of Wales Institute Cardiff (UWIC), UK

Company Location : Cardiff, UK

Department: Information Services Department

Duties/Responsibilities:

IT Assistant:

• Provide hardware and software support to students, academic and administrative staff of the university.

• Installation and configuration of hardware, software and multimedia peripherals (e.g. network devices, printer, projector, copier, scanner etc.).

• Identify hardware and software faults for maintenance support to ensure smooth operation of the university's IT suite and report to the IT Advisor/Managers.

• Resolve user queries (via email, phone, in person etc.) and suggest immediate solution to problem.

3. Student Courier (September 25, 2006 - December 16, 2007)**University of Glamorgan, UK**

Company Location : Cardiff, UK

Department: University Marketing Department

Duties/Responsibilities:

Student Courier:

• Assist prospective students to find out the positive aspects of the university life.

• Make students aware of education, sports and recreation facilities of the university.

• Develop goodwill of the university to future students.

4. Enumerator (December 13, 2004 - February 18, 2005)**Design Planning and Management Consultants Ltd., Bangladesh**

Company Location : Dhaka

Department: Data Collection (Survey)

Duties/Responsibilities:

Enumerator:

• Carry out Socio-Economic and Environmental survey at northern districts of Bangladesh under Flood Damage Assessment Project of Bangladesh Water Development Board.

• Meet various people for collection of data and summarize the data-set against predefined set of questionnaire for further analysis.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MSc in Computer Science	Computer Science	University of Glamorgan, UK	Second Class, Marks :52%	2007	1	MSc in Computer Science
BSc in Geological Sciences	Geology	Jahangirnagar University	Second Class, Marks :54%	2005	4	BSc (Hons.) in Geological Sciences
HSC	Science	Government Azizul Haque College, Bogra	First Division, Marks :72.4%	1997	2	Earned First Division
SSC	Science	Bogra Zila School, Bogra	First Division, Marks :80.1%	1995	10	Earned First Division

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 25,000
 Preferred Job Category : IT/Telecommunication, Customer Support/Call Centre
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization :
 Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Oracle • Windows XP/ 2000/ ME/ 98 • UML • Linux • MS Project • MS Word/ Excel/ PowerPoint/ OneNote • MySQL • OpenOffice 	<p>Operating System: Linux Red Hat, Fedora, Ubuntu, Mac OS & All Windows Platforms from Windows 95 to Windows 7.</p> <p>Server Families: Working knowledge on MS 2000, 2003, Exchange & SharePoint servers.</p> <p>Networking: Familiar with networked environment and installation of systems with IP based administration. Worked with Windows XP under windows 2000/2003 Servers.</p> <p>Hardware: Has good knowledge of desktop PC components and laptop hardware. Familiar with networking and other networked peripheral devices.</p> <p>Office Packages: Open Office for Linux, MS Office2003, 2007, MS Office2010, MS Project 2003.</p> <p>Desktop Publishing: MS Power point, MS Publisher, Adobe Photoshop, Adobe Illustrator.</p> <p>Programming Language: HTML, XHTML, CSS, Database Design, Oracle SQL, Oracle 10g DBA, JavaScript, Java, Object Oriented Java, UML, CMS Joomla.</p>

Extra Curricular Activities:

Under Graduate Entrance Scholarship of Jahangirnagar University, Bangladesh, Oct. 2002. Merit scholarship in junior school. Selected to play in the inter school football tournament. Selected as Course Representative at University of Glamorgan.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father"s Name : Md. Abdul Hakim
Mother"s Name : Laila Anjuman Ara
Date of Birth : November 18, 1980
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 406 Moshuriapara, Ishwardi, Pabna
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Shahadat Hossain	Paul Kinsey
Organization	: Marchentile Bank Ltd.	University of Wales Institute Cardiff
Designation	: Principal Officer (IT)	Advisory Support Manager
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Relation	: Academic	Professional
