

Applied For: IT Executive (BSc/ Dip in CSE)

Last Updated : **January 13, 2017**



Abu Hanif Raju (Raju Ahmed)

Address: 24/1 2nd floor, Rustom Ali Patuari House, Sheikhdi School Road, Matuail, Jatrabari, Dhaka-1362.
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Career Objective:

Seeking a position as an employer where extensive experience will be further developed and utilised. Extensive experience to the credit.

Career Summary:

Performed general office duties and administrative tasks.
Prepared weekly confidential work reports for presentation to management. Managed the internal and external mail functions.

Special Qualification:

i like to complete the project by myself.

Employment History:

Total Year of Experience : 3.9 Year(s)

1. Designer (February 6, 2015 - Continuing)

bVCreatives Inc.

Company Location : 3rd floor, DH tower, Pathopath, Kolabagan, Dhaka.

Department: Graphics

Duties/Responsibilities:

Clipping, Masking, Retouch, Shadows, Re-color, Nick Joint and many IT enabled services.

2. IT Officer (January 9, 2014 - January 15, 2015)

MIR AKHTER HOSSAIN LTD

Company Location : Address : House #13, Road #12, Dhanmondi, Dhaka-1209.

Department: Networking

Duties/Responsibilities:

Online Marketing Import and Export Outline System.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BSc in CSE	Computer Engineering	Northern University Bangladesh	Enrolled	2018	4 years
Diploma in CST	Computer Tech	Institute Of	CGPA:3.42	2013	4 Years

		Science Trade and Technology.	out of 4		
HSC	Humanaties	Dania University and College	CGPA:3.2 out of 5	2009	2 Years
SSC	Humanaties	Sheikhdi Abdullah Molla high school.	CGPA:4 out of 5	2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphics		WarpIT Express	Bangladesh	Jatrabari, Dhaka	2014	6 Month
Industrial Attachment	Certificate of Excellence.	US Software LTD.	Bangladesh	Dhaka	2013	6 month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 11500
 Expected Salary : Tk. 20,000
 Preferred Job Category : IT/Telecommunication, Design/Creative, Mechanic/Technician
 Preferred District : Dhaka
 Preferred Country : Malaysia, Qatar, Saudi Arabia, Trinidad and Tobago, United Kingdom, United States, United Arab Emirates
 Preferred Organization Types : Banks, Telecommunication, University, IT Enabled Service, Computer Hardware/Network Companies, Engineering Firms, Airline, Call Center, Tiles/Ceramic, School, Radio

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Administrative/Executive Telecommunication Service Computer Engineering Electrical/Electronics 	<p>Performed general office duties and administrative tasks. Prepared weekly confidential work reports for presentation to management. Managed the internal and external mail functions.</p> <p>Design the graphics activity.</p> <p>Highly Qualified by using Microsoft software (Windows, Office, Media, Application Software and so on.)</p> <p>Highly knowledge about internet searching and browsing.</p> <p>Can maintain official computer data management.</p> <p>Have clear knowledge about Visual Programming language like C Sharpe#net. Can maintaining Linux and Mac also.</p> <p>High typing speed Bangla and English.</p> <p>Have Clear idea about computer hardware and software.</p>

Extra Curricular Activities:

Administered online banking functions. Reduced credit period from 90 days to 60 days. Managed payroll function for 140 employees.

Language Proficiency:

Language	Reading	Writing	Speaking
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Bangla	Medium	Medium	Medium
English	Medium	Medium	Medium

Personal Details :

Father's Name : Md. Jahangir Alam
 Mother's Name : Hajera Begum
 Date of Birth : August 24, 1992
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill - Chatian, U.P & P.O - Kayetpara P.S - Rupgonj, Dist. - Narayangonj
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Syed Tanbhir Hayat	Mohammad Ali Babu
Organization	: Service Operations, APAC	Shampan Group Ltd.
Designation	: Engineer	Purchase Officer
Address	: Room # 35-37 Terminal -2 (2nd floor) Hazrat Shahjalal int'l Airport Dhaka -1229 Bangladesh	98, DIT Road, Malibagh (Rail Gate), Dhaka -1217
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Relation	: Professional	Relative