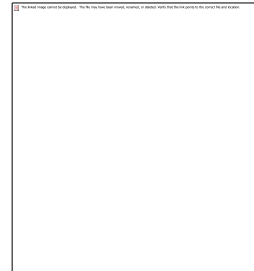


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **September 29, 2016**

ASHIM DAS

Address: Azad Cottage-2,4th Floor (5 C),Ingulal Road, Kuarpur,Sylhet.
Home Phone: 01711700586
Office Phone :0821-726252
Mobile : 01711700586
email:ashim_nemc@yahoo.com



Career Objective:

To work in my field of expertise, seeking a quality of employment where my knowledge can be shared and enriched, looking for the opportunity where I can improve my quality with an opportunity for career growth.

Career Summary:

Experienced and talented IT specialist with the sense of responsible and leadership qualities to developed and maintained the IT departments. Work with the team for the management and coordination of the project and support.

Special Qualification:

Resourceful, analytical and professional;Capable to give helpful training and prop up to seniors;Capable to Working as a bridge between the technology and business user teams;Excellent Technical & Programming Skill;Consulting; Counseling;

Employment History:

Total Year of Experience : 26.3 Year(s)

1. Manager-MIS (May 25, 2014 - Continuing)

North East Medical College & Hospital

Company Location : South Surma,Sylhet

Department: MIS

Duties/Responsibilities:

- Develop and analyze systems that are to be used by the employees and the managers of the company
- Develop strategies that are to be used in implementation of software and hardware systems in the organization
- Look after the maintenance of he computer systems and make sure that all the departments are functioning properly
- Collect necessary specifications for each department and make sure that their requirements are met
- Develop and manage staff to monitor technology staff and oversee policies and procedures of the company
- Look after the purchase of the software and hardware systems and plan proper budget and quotations for the systems
- Provide training and necessary assistance for the employees involved in implementation and maintenance of the software systems
- Train the employees in using information systems and help them understand the configuration of

the systems

2. **Branch Manager (February 1, 2013 - May 20, 2014)**

AKIJ Institute of Technology,AKIJ Computer Ltd,AKIJ Online Ltd.

Company Location : Sylhet Millenium,Zindabazar,Sylhet. 01712212216

Department: IT

Duties/Responsibilities:

- To ensure efficient management and smooth operations of IT Department.
- Overall Supervision of Branch Computer Hardware, Software & ISP Marketing.
- Handled the tasks of teaching concepts like Database Technologies and Information Systems Design and Development.
- To Develop Branch Operation.
- To set and achieve the yearly Business Plan target and optimum selling price through an effective management system.
- Plan, develop and implement an effective sales and marketing strategy.
- To lead, train, motivate and build a strong and effective sales team to meet sales target.
- Assist with design, analysis, maintenance, documentation, and testing of software.

3. **Senior Data Management Assistant (Contractual) (April 1, 2012 - December 30, 2012)**

icddr,b

Company Location : Matlab

Department: ICT,Center for Communication Diseases

Duties/Responsibilities:

Assist supervisor for error checking, error correction, preparation of data documentation and report generation; Documentation development of software for PDA/Mobile platforms; Vaccine Randomization and Prepare data entry screen design; Maintain security of data field and questionnaire; Coordinate with programmer and research staff; Applying knowledge of regulations, policies, protocols and/or procedures to control and maintain accurate records.

4. **Lecturer (Computer) (May 17, 2011 - March 31, 2012)**

National Youth Development Training Centre (NYDTC)

Company Location : Niloy-3, Chowhatta,Sylhet.Tel:0821-2832442

Department: ICT

Duties/Responsibilities:

Handled the tasks of teaching concepts like Database Technologies and Information Systems Design and Development; Responsible for providing guidelines to students to help them complete course projects; Taught concepts like Network Applications, Electronic Commerce and Web Services; Researching, learning and working with the various new programs on the market that be requested in training; Completing follow-up evaluations, getting feedback and modifying programs.

5. **Computer Programmer (October 1, 2003 - April 30, 2011)**

North East Medical College & Hospital

Company Location : South Surma, Sylhet. Tel:0821-2832829

Department: IT

Duties/Responsibilities:

Assist with design, analysis, maintenance, documentation, and testing of software;Configuring Office Networking setup and supporting technologies that sustain the overall health and security of the network;Responsible for increasing disruptions to related teams in a professional manner with a sense of urgency;Responsible for support, monitoring and troubleshooting of dedicated servers and network connections;Install & maintain software for standard database management systems, establish procedures for database operation, control & recovery;To liaise with the relevant parties to ensure that the computerized systems are managed and maintained effectively;Provided programming support and maintenance to programme users;Responsible for support, monitoring and troubleshooting of dedicated servers and network connections;Monitor & manage database

backups, logs and journals. Install, maintain & upgrade database software. Restore and/or recover data as needed.

6. **Computer Instructor (April 1, 1999 - March 31, 2011)**

National Youth Development Training Centre

Company Location : Niloy-3, Chowhatta, Sylhet.

Department: ICT

Duties/Responsibilities:

Developing structured lessons to increase the student's ability to use the various programs and computer systems; Meeting with clients and managers to develop a curriculum that meets the needs of the business; Researching, learning and working with the various new programs on the market that be requested in training; Completing follow-up evaluations, getting feedback and modifying programs.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.Sc in Management Information System (MIS)	Computer Science & Engineering	Metropolitan University, Sylhet	CGPA:3.41 out of 4	2011	2 years
B.Sc(Pass)	Science	M.C College	Second Class, Marks :48%	1999	-
HSC	Science	Modan Mohon College	Second Division, Marks :52%	1995	-
SSC	Science	The Aided High School	First Division, Marks :65.9%	1992	-

Professional Qualification:

Certification	Institute	Location	From	To
CCNA (Cisco Certified Network Associate) [Preparation Course]	Institute of Business & Information Technology (IBIT)	Al-Hamra, Sylhet.	April 1, 2011	June 30, 2011
Networking and ISP setup with Red Hat Linux	Institute of Business & Information Technology (IBIT)	Sylhet	December 1, 2006	March 15, 2007
Networking & Data Comm. in Data Processing	Bangladesh Computer Council (BCC)	Sylhet	February 12, 2005	April 4, 2005
Java Programming	National Institute of Information Technology (NIIT)	Sylhet	February 1, 2001	May 15, 2001
Honours Diploma in Network-Centered Computing	National Institute of Information Technology (NIIT)	Sylhet	June 9, 2000	July 15, 2001

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Expected Salary : Tk. 25,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Australia, Canada
 Preferred Organization Types : Banks, Leasing, Telecommunication, College, Software Company, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, NGO, Embassies/Foreign Consulate, Hospital, Immigration & Education Consultancy Service

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • C/Turbo C • MS SQL Server • Visual Basic 6.0 • LAN/WAN • Java EE/ J2EE • Linux • PHP • MySQL • Cisco • Unix 	<p>I took the role of programmer in the North East Medical College & Hospital and computerized the whole Hospital. In this process I studied the process, designed the system and tested the whole project and implemented the same which is running efficiently in the concern.</p> <p>-Comfortable working on Windows, Unix and Linux. -In-depth knowledge of the computer networks like LAN, WAN and MAN. -Sound knowledge servers and system setups. -Great in working with the file access writes, DNS and internet technologies. -Great hands in database such as oracle, RDBMS, SQL. -Committed and well knowledgeable professional with the experience of 11 years in IT.</p>

Extra Curricular Activities:

1. Associate Member, Bangladesh Computer Society (BCS) Membership No-06245 From: March 2010 Valid: December 2012. 2. Photography (Trained by Sylhet Photography Society)

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High

Personal Details :

Father's Name : Late (Dr.) Arjjun Chandra Das Talukdar
 Mother's Name : Late Rekha Rani Das
 Date of Birth : January 1, 1976
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Hinduism
 Permanent Address : Vill-Chitolia,P.O-Derai P.S-Derai Chandpur,Dist-Sunamgonj.
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr. Ahsan Habib	Mr. Suza Uddin

Organization	: Metropolitan University	AKIJ Institute of Technology
Designation	: Assistant Professor & Head-in-charge	HR Manager
Address	: Zindabazar, Sylhet.	73 Dilkusha C/A, (9th & 10th Floor) Motijheel, Dhaka-1000.
Phone (Off.)	: +880 821 713077,713078	+ 88-02-9571278 + 88-02-9571279 + 88-02-95712
Phone (Res.)	:	
Mobile	: +88 01915796886	01711435378
EMail	: ahabib@metrouni.edu.bd	suza@akijonline.com
Relation	: Academic	Professional