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ATAUL HABIB

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Career Objective:

Proove expertise taking overall responsibility of IT/IS and/or System Analysis/ Solutions Division in any reputed National and/or Multinational Organization.

Career Summary:

To attain the overall responsibilities of IT/IS and/or System Analysis/ Solutions Division in any reputed National and/or Multinational Organization.

Special Qualification:

Computer Expert. Fluent in English both British and US Accent. Excellent communication skills. Apple Certified Hardware Technician. Excellent administrative capabilities. Certified to lead and manage.

Employment History:

Total Year of Experience : 10.7 Year(s)

1. **Head of Administration & Foreign Correspondence (December 5, 2012 - Continuing)**

Bhuiyan IT Limited

Company Location : 89/A, Road 8A [Old 15,Behind KEARI PLAZA], Dhanmondi, Dhaka 1209

Department: Administration

Duties/Responsibilities:

- Provide general administrative support to the Chief Executive and staff team.
- Provide support for the IT Courses delivered/ development projects including assisting with administration of project work where appropriate and when agreed.
- Develop, maintain, update and implement Policies and Procedures for the company and staff.
- Maintain liaison with Edexcel UK for "BTEC-Edexcel Higher National Degree Program".
- Execute internal verification process for "BTEC-Edexcel Higher National Degree Program" in local center.
- Maintain and liaise with all foreign correspondence and make new/renew contracts.
- Maintain Liaise with University of Del Golfo, Mexico for the Top up degrees.
- Design courses and provide training materials for professional courses and vendor courses academic programs.
- Update and maintain company's IT infrastructure.
- Ensure security and maintain integrity of company's network and maintain confidentiality of digital files at all times.
- Design and research on the company's "Interactive School" projects's course delivery devices.
- Lead, Manage and Develop the company's "Smart Table" project.

2. **Regional Manager (LMS Development / Asia Region) (January 3, 2012 - November 29, 2012)**

Athena Education, USA

Company Location : 510 Walnut Street, Glenwood, IA 51534, UNITED STATES

Department: Research & Development

Duties/Responsibilities:

- Develop and update Learning Management System Online / Online platform for distance learning.
- Create courses for accreditation through USA based accreditation council.
- Maintain nominal operations of online education system.
- Keep student records and submit student progress to accreditation council & degree awarding body periodically.
- Provide interpretation service for Asian students.
- Maintain quality of the courses offered online.
- Lead and manage Education for all project for Asia region.
- Provide platform access for handheld devices.
- Design handheld device for educational purpose promoted by the company.
- Partially assess IT modules available to students through the portal.

3. **Manager, IT (September 9, 2010 - December 27, 2011)**

Logistics Star (BD)

Company Location : House #249 (ground floor) Lane # 03(east), D.O.H.S. Baridhara, Dhaka-1206, Bangladesh

Department: IT

Duties/Responsibilities:

- ï¿½ Troubleshoot all technology issues.
- ï¿½ Maintain log and/or list of required repairs and maintenance.
- ï¿½ Make recommendations about purchase of technology resources.
- ï¿½ Research current and potential resources and services.
- ï¿½ Provide network access to all staff.
- ï¿½ Install work stations.
- ï¿½ Provide network accounts and passwords as required.
- ï¿½ Monitor security of all technology.
- ï¿½ Install and maintain Foolproof and passwords.
- ï¿½ Input and maintain IP addresses.
- ï¿½ Advise staff of security breach and/or change in password or security status.
- ï¿½ Ensure installation of lock out programs.
- ï¿½ Identify and prepare hardware for disposal when appropriate.
- ï¿½ Ensure hardware is striped.
- ï¿½ Troubleshoot hardware, software and network operating system.
- ï¿½ Provide orientation to new users of existing technology.
- ï¿½ Train staff about potential uses of existing technology.
- ï¿½ Train staff about new and potential use.
- ï¿½ Provide individual training and support on request.
- ï¿½ Provide recommendations about accessing information and support.
- ï¿½ Maintain current and accurate inventory of technology hardware, software and resources.
- ï¿½ Update and upload manifest to tracking system.
- ï¿½ Constantly check and update tracking database.

4. IT Incharge (January 4, 2009 - August 29, 2010)**Cathey BD Express Serices Limited**

Company Location : House #297 (ground floor) Eastern Road, D.O.H.S. Baridhara, Dhaka 1206, Bangladesh

Department: IT

Duties/Responsibilities:

- ï¿½ Troubleshoot all technology issues.
- ï¿½ Maintain log and/or list of required repairs and maintenance.
- ï¿½ Provide network access to all staff.
- ï¿½ Install work stations.
- ï¿½ Provide network accounts and passwords as required.
- ï¿½ Monitor security of all technology.
- ï¿½ Input and maintain IP addresses.
- ï¿½ Troubleshoot hardware, software and network operating system.
- ï¿½ Provide orientation to new users of existing technology.
- ï¿½ Train staff about potential uses of existing technology.
- ï¿½ Provide individual training and support.
- ï¿½ Maintain current and accurate inventory of technology hardware, software and resources.

5. Bar Manager (September 10, 2007 - May 19, 2008)

Kings Perth Hotel

Company Location : Perth, Western Australia

Department: Food & Beverage

Duties/Responsibilities:

• Recruiting, training and motivating staff

• Keeping up to date with licensing legislation and taking legal responsibility for the premises.

• Ensuring beer and wine are kept in good condition.

• Enforcing health and safety rules.

• Managing/Liaising with kitchen staff.

• Dealing with difficult customers.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|--|--------------------------|--|-------------------------|----------|----------|---------------------------------|
| Bachelor of Computer Science | Computer Science | Universidad Del Golfo, Mexico [Foreign Institute] | First Class, Marks :65% | 2013 | 4 Years | Bachelors Certification License |
| International Advanced Diploma in Computer Studies | System Analysis & Design | National Computer Centre (NCC) UK [Foreign Institute] | Awarded | 2012 | 2 Years | Advanced Diploma Certification |
| Diploma in Web & E-Commerce | Web & E-Commerce | Bhuiyan IT Limited | Awarded | 2010 | 1 Year | Diploma Certification |
| Diploma in Software Technologies | Software Technologies | Bhuiyan IT Limited | Awarded | 2009 | 1 Year | Diploma Certification |
| Diploma in Computer Hardware & Networking | Hardware & Networking | Bhuiyan IT Limited | Awarded | 2008 | 1 Year | Diploma Certification |
| HSC | Science | Rajuk Uttara Model Colege | CGPA:3.9 out of 5 | 2006 | - | - |
| SSC | Science | Motijheel Ideal School & College | CGPA:5 out of 5 | 2004 | - | - |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|--|---|--|------------|----------|------|----------|
| Edexcel - BTEC HND Program | Internal Verification Process | Bhuiyan IT Limited / Edexcel UK | Bangladesh | Dhaka | 2013 | 3 Days |
| PHP,Ajax & MySQL | Coding and web application development using PHP,Ajax & MySQL | Bhuiyan IT Limited - Employer Sponsored Training | Bangladesh | Dhaka | 2013 | 3 months |
| Express Courier Tracking, Warehousing & Distribution | Trcking, Warehousing, Distribution. | Logistics Star - Employer Sponsored Training | Bangladesh | Dhaka | 2011 | 1 Month |
| Air freight Import Process of DAC | DAC Customs Rules, Warehousing, Manifest Alteration, HAWB/MAWB Alteration. | Logistics Star - Employer Sponsored Training | Bangladesh | Dhaka | 2010 | 7 Days |
| Cert IV in Hospitality (Supervision , Food & Beverage) | Workplace Health and Safety, Bar & Kitchen Management, Customer Service, Develop and update hospitality industry knowledge. | Bentley Pines Restaurant-Swan TAFE | Australia | WA | 2007 | 6 Months |

Professional Qualification:

| Certification | Institute | Location | From | To |
|---|-----------|-----------|-------------------|--------------------|
| Cert IV in Hospitality (Supervision, Food & Beverage) | Swan TAFE | Australia | March 24, 2007 | August 26, 2007 |

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 12000
Expected Salary : Tk. 15,000
Preferred Job Category : IT/Telecommunication, Customer Support/Call Centre
Preferred District : Anywhere in Bangladesh.
Preferred Country : Italy, Malaysia, Australia, Austria, Brazil, British Virgin
Islands, Brunei, Denmark, Finland, Hong Kong
Preferred Organization : Banks, College, Computer Hardware/Network Companies,
Types Clearing & Forwarding (C&F) Companies,
Embassies/Foreign Consulate, Engineering Firms,
Consulting Firms, Buying House, Airline, Freight forwarding,
Call Center, Automobile

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English | High | High | High |
| Bengali | High | High | High |
| Hindi | Medium | Medium | High |
| German | Low | Low | Low |

Personal Details :

Father"s Name : Dr. Md. Mukhlesur Rahman
Mother"s Name : Amatul Rahman
Date of Birth : June 30, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : House 137, Road-3, Block-A, Niketon, Gulshan-1, Dhaka-1212
Current Location : Rajshahi

Reference (s):

| <u>Reference: 01</u> | | <u>Reference: 02</u> |
|-----------------------------|--|---|
| Name | : AKM Azad | Dr. Md. Mizanur Rashif |
| Organization | : Bhuiyan IT Limited | International Islamic University of Malaysia |
| Designation | : Managing Director | Associate Professor |
| Address | : House: 89/A, Road 8A [Old 15,Behind KEARI PLAZA], Dhanmondi, Dhaka 1209, | Jalan Gombak, 50728 Selayang, Selangor, Malaysia |
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| Relation | : Professional | Academic |

