

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

Last Updated : **May 31, 2017**



## **Azad Khan**

Address: Greenland Academic Complex, Amulia Model Town, Demra, Dhaka-1360.  
Office Phone :01847-100885  
Mobile : 01719-237306  
email:azad.gtcl@gmail.com, it\_gac@glandgroup.com

### **Career Objective:**

I consider myself as a young and energetic person to face any challenge to develop my career in such a field that ensures the best use of my knowledge, potentials, efficiency, and creativity.

### **Career Summary:**

With the view of integrity and politeness, having the ability to work under pressure and make the work done in a smooth pace being as a good worker, responsible dedicated and loyal.

### **Employment History:**

**Total Year of Experience : 5.9 Year(s)**

#### **1. MIS Officer ( February 21, 2016 - Continuing)**

##### **Greenland Training Centre Ltd. (Greenland Group)**

Company Location : Amulia Model Town, Demra, Dhaka-1360.

Department: IT

##### **Duties/Responsibilities:**

Installing and configuring computer hardware, software, systems, networks, printers and scanners. Monitoring and maintaining computer systems and networks. Troubleshooting system, network problems. Diagnosing and solving hardware or software faults. Replacing parts as required. Setting up new users accounts and profiles and dealing with password issues (Customize Software). Ensuring organizational Data security, storage and backup. Configure outlook/mail software and different type of customize software to the user PC/ Workstation. Manage the filing, storage and security of documents.

#### **2. Instructor (Computer) ( March 3, 2013 - February 21, 2016)**

##### **Greenland Training Centre Ltd.**

Company Location : Amulia Model Town, Demra, Dhaka-1360.

Department: Computer/IT

##### **Duties/Responsibilities:**

Conducting short course on Computer Application, Computer Hardware & Networking, Graphics Desing, Web Design & Development. Installing and configuring computer hardware, software, systems, networks, printers and scanners. Monitoring and maintaining computer systems and networks. Troubleshooting system, network problems. Diagnosing and solving hardware or software faults. Replacing parts as required.

3. **Jr. Instructor (Computer) ( July 17, 2012 - March 3, 2013)**

**Greenland Polytechnic Institute**

Company Location : Amulia Model Town, Demra, Dhaka-1360.

Department: Computer

**Duties/Responsibilities:**

Conducted classes of Computer Department (Computer Application-I, Computer Application-II, Web Development, Data Communication System etc. ) Perform other related works.

4. **Instructor (Computer) ( January 21, 2012 - July 13, 2012)**

**Future Group**

Company Location : Moulvibazar

Department: Computer

**Duties/Responsibilities:**

Conducting short course class on Computer Application, Networking, Graphics Design, Computer Hardware & Troubleshooting. Prepare, administer and evaluate Class Test, Quiz Test, Job Test and Term Exams. Installing and configuring computer hardware, software, systems, networks, printers and scanners.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bsc in Computer Science & Engineering	Computer Science & Engineering	Atish Dipankar University of Science and Technology	CGPA:3.61 out of 4	2016	4 Years
Diploma in Computer Engineering	Computer	Sylhet Polytechnic Institute, Sylhet.	CGPA:3.47 out of 4	2011	04 years
SSC	Science	Kasim Ali Model High School, Fenchuganj, Sylhet.	CGPA:3.88 out of 5	2007	10 Years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
ToT on Soft Skill Training	Verbal Communication, Body Language, Public Speaking, Interviewing, Decision Making, Self Confidence, Problem Solving skills, Time Management, Disability Awareness, Gender etc.	SUDOKKHO (Sudokkho is funded by UK aid and SDC)	Bangladesh	Hotel Blossom	2016	6 Days
TMS (Trainees Management System)	Trainees Management System under SUDOKKHO project.	SUDOKKHO (Sudokkho is funded by UK aid and SDC)	Bangladesh	Road 10, House 5, Level 3, Baridhara (DA), Dhaka.	2016	02 Days

TTS (Trainees Tracking System)	Trainees Tracking System of SEIP Project.	Palli Karma-Sahayak Foundation (PKSF)	Bangladesh	Agargaon Administrative Area, E-4/B E-4/B, Dhaka.	2016	02 Days
Curriculum Development	Competency based Curriculum Development	Palli Karma-Sahayak Foundation (PKSF)	Bangladesh	Agargaon Administrative Area, E-4/B E-4/B, Dhaka.	2016	02 Days

### **Professional Qualification:**

<b>Certification</b>	<b>Institute</b>	<b>Location</b>	<b>From</b>	<b>To</b>
Web Development	Daffodil International Professional Training Institute (DIPTI)	64/6, Lake Circus, Panthapath, Dhaka.	January 6, 2017	March 31, 2017
Web Design (CIW)	New Horizons CLC of Bangladesh	Momtaz Plaza (3rd Floor), Dhanmondi, Dhaka.	June 1, 2016	August 31, 2016
CCNA	New Horizons CLC of Bangladesh	Momtaz Plaza (3rd Floor), Dhanmondi, Dhaka.	October 1, 2011	December 31, 2011
CompTIA A+	New Horizons CLC of Bangladesh	Momtaz Plaza (3rd Floor), Dhanmondi, Dhaka	October 1, 2011	December 31, 2011

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 25,000  
 Preferred Job Category : Education/Training, IT/Telecommunication  
 Preferred District : Dhaka, Sylhet  
 Preferred Organization Types : Training Institutes, IT Enabled Service

### **Specialization:**

<b>Fields of Specialization</b>	<b>Description</b>
<ul style="list-style-type: none"> <li>Administration</li> <li>Human Resources</li> </ul>	Prepare Office Note, Memo, Circular, Notice etc. Coordinates delegates interview.

### **Language Proficiency:**

<b>Language</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
English	High	High	Medium
Bangla	High	High	High

### **Personal Details :**

Father's Name : Shams Uddin Khan  
 Mother's Name : Shamsun Nahar

Date of Birth : November 5, 1991  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill: Nij Sattish, P.O: Fenchuganj, P.S: Fenchuganj, Dist:Sylhet, Bangladesh  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Engr. Major Sheikh Abu Sadat Md. Musa (Retd)	Major Gazi Md. Saif Uddin (Retd.)
Organization	: Bangladesh Army	Greenland Academic Complex
Designation	: Major	General Manager
Address	:	Amulia Model Town, Demra, Dhaka-1360.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +88001711235906	+8801847100850
EMail	: sadat4445@yahoo.com	gm_gac@glandgroup.com
Relation	: Professional	Professional