

Last Updated : **June 13, 2018**

## **BELAYET HOSSAIN**

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### **Career Objective:**

To join a team in an organization with a set of values close to mine such as appreciation of commitment, effort and responsibility, honesty, respect, approval of initiative, creativity and determination, excellence at work.

### **Career Summary:**

Dynamic entrepreneur who utilizes creativity, leadership and teamwork to design and execute solutions that creates customer value. Effective communicator with ability to create marketing materials that convey value for both clients and users.

### **Special Qualification:**

Honest, Well-organized, Well-mannered, Creative, Hard working, Ambitious, Good Interpersonal & Communication Skill, Team worker, Leadership quality etc.

### **Employment History:**

**Total Year of Experience : 7.3 Year(s)**

#### **1. IT Incharge ( May 24, 2014 - Continuing)**

##### **B.H.I.S. Apparels Ltd.**

Company Location : 671, Hossain Market, Datta Para, Tongi, Gazipur  
Department: IT

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

Providing complete IT support regarding instant issues of Hardware, Software and Network (LAN/WiFi). Distribution and allocation of Internet bandwidth to the end user through Mikrotik Router. Installing, configuring & troubleshooting operating systems & software for desktop, laptop, MacBook & iPhone. Planning & implementation including maintenance & support of Payroll software which has integrity with Biometric Fingerprint attendance system. Providing maintenance support for full CCTV System (112 Cameras). Setup & configure MS Outlook (POP & IMAP) for smooth mailing. Consult on Online Marketing/ SEO to spread the business internationally. Planning a successful SEO friendly Website for the organization. Consulting, Design & Development of Company Website and update the site as per requirement.

#### **2. IT Officer ( May 26, 2013 - January 31, 2014)**

**Bangladesh Disaster Preparedness Centre**

Company Location : H#15/A, R#8, Gulshan-1, Dhaka-1212

Department: IT

**Duties/Responsibilities:**

Development & update of MIS including live web-portal for two way communication and produce, collect, disseminate and compile official meeting resolutions, reports, sitreps, operation reports, key documents etc. Conduction of training on IT. Administrate, upgrade and maintenance the web-portal and MIS. Provide IT support to end-users. Administrate, troubleshoot the existing LAN. Purchase & procurement of IT equipments and instruments by surveying current market. Establish communication system for organization. Computer hardware & software installation, maintenance & troubleshooting in advance level. Documentation, Graphic design.

**3. Instructor (Computer) ( June 20, 2011 - May 22, 2013)****Greenland Group**

Company Location : Amulia Model Town, Demra, Dhaka.

Department: IT

**Duties/Responsibilities:**

Teaching for Greenland Polytechnic Institute. Taking class according to syllabus, Preparing question paper, taking exams, checking answer papers and publishing results. Extend co-ordination and co-operation to the Principal/ Vice Principal and Management.  
• Design, setup, supervision and running the computer lab of Greenland Polytechnic Institute.  
• Design and Development of various academic documents format.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Post Graduation	Information Technology	Tambov State Technical University, Russia.	CGPA:3.3 out of 5	2011	2011-2011	Russian Scholarship, Awarded in pre-university training in Russian language course.
Graduation	Information Technology	Tambov State Technical University, Russia	CGPA:3.3 out of 5	2010	2006-2010	Russian Scholarship, Awarded in pre-university training in Russian language course.
Diploma In Engineering	Civil	Faridpur Polytechnic Institute	First Division	2003	2000-2003	-
SSC	Science	Amgram High School	First Division	1999	1998-1999	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
MTCNA	Routing through MikroTik Routers	Bijoy Online Ltd.	Bangladesh	Dhaka	2015	2 Months
Advance SEO	Online Marketing (On-page & Off-page optimization, SEM, SMM, Keyword research, Competitor Analysis, Social Bookmarking, Forum posting, Blog commenting, Back-linking, Directory Submission, Article writing, Lead generation)	Creative IT Institute	Bangladesh	Dhanmondi, Dhaka	2014	60 Days
Pre-university training	Russian language course	Tambov State Technical University	Russia	Tambov State	2005	1.9.2005-30.7.2006
Industrial training	Industrial training	LGED	Bangladesh	Faridpur LGED	2003	18.1.2003-13.3.2003
Graphics Design	Graphics Design	Blooming Bud Information Technology	Bangladesh	Dhaka	2003	21.6.2003-30.8.2003
Technical Training	Computer Training	Technical Training Center	Bangladesh	Faridpur	2000	1.11.1999-30.1.2000

### **Professional Qualification:**

Certification	Institute	Location	From	To
Advance SEO	Creative IT Institute	Dhanmondi, Dhaka, Bangladesh	April 1, 2014	May 30, 2014

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

Looking For : Top Level Job  
 Available For : Full Time  
 Present Salary : Tk. 38000  
 Expected Salary : Tk. 0  
 Preferred Job Category : IT/Telecommunication  
 Preferred District : Dhaka  
 Italy, New Zealand, United Kingdom, United States,  
 Preferred Country : Australia, Canada, Cyprus, Russia, Switzerland, United Arab Emirates  
 Preferred Organization : Telecommunication, University, Design/Printing/Publishing,  
 Types : Software Company, IT Enabled Service, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Embassies/Foreign Consulate, Engineering Firms

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Graphics Design</li> <li>Hardware &amp; Networking</li> <li>Web Design</li> <li>Mikrotik</li> <li>IT Support Service</li> <li>Wordperss</li> <li>Domain &amp; Hosting</li> <li>Website Administration</li> <li>IT Manager</li> </ul>	<ul style="list-style-type: none"> <li>Installation &amp; configuration of software (operating systems and application software)</li> <li>Android, Apple device troubleshooting</li> <li>System administration</li> <li>Microsoft Office</li> <li>Configure trouble shoot outlook using pop and imap.</li> <li>Trouble shooting PCs software, hardware</li> <li>Local Area Network, WiFi etc trouble shooting.</li> <li>Installation and Configuration of Mikrotik router and different wifi router.</li> <li>Graphics design, Photoshop, Illustrator, Auto CAD</li> <li>Train staffs to Information Technology</li> <li>Assembling, Installation, Maintenance and Troubleshooting of Computer Hardware.</li> <li>Search Engine Optimization (Keyword Research, Competitor Analysis, On-page, Off-page optimization, Back linking (Lead Generation), SEM, SMM, Directory Submission etc.)</li> <li>Content/ Article writing/ Technical writing.</li> <li>Administrate &amp; update website</li> <li>Web design, wordpress site development, creating domain name, slogan, branding.</li> <li>General understanding in Web development (HTML, CSS, PHP, MySQL)</li> <li>General understanding of Programming in C and DBMS.</li> <li>Analysis of any customized software, providing consultation and implementation of the Software</li> <li>Purchase &amp; procurement of all type of IT device &amp; equipments</li> <li>Typing/ Data entry Skill: More than 40 WPM in English, 30 in Bengali, 15 in Russian.</li> </ul>

### **Extra Curricular Activities:**

In my university life I was a good badminton player, I was also debate competitor. I have good ability to present different reports in various conferences.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High
Russian	High	High	High
Hindi	Low	Low	High
Urdu	Low	Low	High
Arabic	Medium	Low	Low

### **Personal Details :**

Father"s Name : Nasiruddin Sardar  
 Mother"s Name : Belaton Nesa  
 Date of Birth : June 15, 1984  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : C/O: Post Master, P.O : Amgram Branch office, P.S : Rajoir, Dist : Madaripur, Bangladesh  
 Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Yury Yu. Gromov	Major Mohammad Ashraf Hossain
Organization	: Tambov State Technical University	3 Ramna Battalion
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Relation	: Academic	Relative

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