

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

Last Updated : **October 13, 2017**

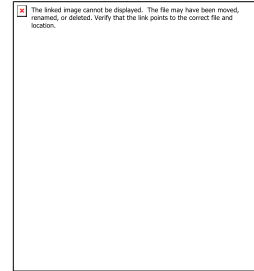
DIPIKA SARKER

Address: Prime Students` Home, 1/F, Uttar Purba Darussalam Road, Mirpur-1, Dhaka-1216

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Career Objective:

To obtain a challenging position where I can utilize my knowledge.

Career Summary:

I have been working as an IT executive in Persona Beauty & hair Ltd. from May 2014 to December 2016.

I am working an Asst.Production Planner in DVC LTD,Bangladesh Liaison Office.

Special Qualification:

Reading, speaking & writing proficiency in both Bengali & English,
Ability to write clearly and concisely,
Good inter-personal and Communication skill.

Employment History:

Total Year of Experience : 4.5 Year(s)

1. Asst. Production Planner (January 16, 2017 - Continuing)

DVC LTD, Bangladesh Liaison Office

Company Location : Mohakhali, Dhaka

Department: Production

Duties/Responsibilities:

Daily communication with Many factories guys to follow up the production. Daily update the report.

2. Executive IT (May 1, 2014 - January 15, 2017)

Persona Hair & Beauty Ltd.

Company Location : Persona Beauty Parlor, Section 6, Mirpur 11, Dhaka

Department: IT

Duties/Responsibilities:

Practical knowledge on Mail Check, Operate Point of Sales (POS) software, Oracle, Internet Connection and Internet Browser, Windows XP/7/8.1, Ms-Office 7/10/13, Anti-virus, Mail, LAN and Printer installation, configuration, troubleshooting & maintenance.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.S.C	Information System Security	Bangladesh University of Professionals	Enrolled	2016	2
B.sc in EEE	Electrical & Electronic Engineering	Prime University	CGPA:3.78 out of 4	2012	4 years
HSC	Science	Bir Protik Ishaque College	CGPA:4.2 out of 5	2008	2 Years
SSC	Science	Andulbaria Secondary School	CGPA:4.06 out of 5	2005	Two Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA - Routing and Switching	Basic Networking, IP Data Networks, LAN Switching, OSI Model, TCP IP, Class-A, B,C Subnetting, VLSM, Basic Routing, Static EIGRP, OSPF, IP Addressing, IP Routing, IP Services, Switching, VLAN Configuration, Telnet & CDP, STP, ALC, NAT, RIP, Frame Relay, IPV6, WAN & LAN Technologies, Trouble Shooting.	New Horizons CLC in Dhaka	Bangladesh	Dhanmondi, Dhaka.	2014	72 Hrs

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 34000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Engineer/Architect, IT/Telecommunication
Preferred District	: Dhaka, Jashore, Jhenaidah, Khulna, Magura
Preferred Organization Types	: Investment/Merchant Banking, Telecommunication, University, IT Enabled Service, Govt./ Semi Govt./ Autonomous body, Development Agency, Engineering Firms, Electronic Equipment/Home Appliances, Group of Companies

Specialization:

Fields of Specialization	Description
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<ul style="list-style-type: none"> • Administrative/ Executive • Public Relation • Asst. Production Planner 	Communication with other branch & solve the IT problem. Communication with the factories guys & follow up the production
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Extra Curricular Activities:

Acting in several drama in stage (Sagano Bagan, The Devils Bridge.

Language Proficiency:

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

Personal Details :

Father's Name : Haridas Sarker
 Mother's Name : Promila sarker
 Date of Birth : November 26, 1989
 Gender : Female
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Hindu
 Permanent Address : vill- Andherkota, post- dhalgram, Thana- Bagharpara, Dist- jessore
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Md. Mizanur Rahman	Palash Chandra Karmaker
Organization	: Prime University	University of Information Technology & Sciences
Designation	: Head, Department of Electrical & Electronic Engine	Assistant Professor, Dept. of Natural Science
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Relation	: Academic	Academic