

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

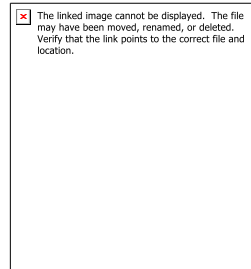


Network Administration

Last Updated : **October 28, 2018**

HUMAYUN KABIR CHOWDHURY

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Career Objective:

More than 10 years of IT experience with full life cycle ICT project experience. Thrives in a customer focused, multi-site environment. Always meets client demands and develops good long-term customer relationships.

Career Summary:

When I have completed the Diploma Degree since then Service start in Population Services & Training Center (PSTC) Under Smiling Sun Franchise Program (SSFP-USAID) since 2007. First Joining in Dhaka Branch and after that I have change another three services in last eight years for my self-development. My last worked location is an Indian Multinational Company Larsen & Toubro Limited (L&T Power) Start service from 1st March 2015 to February 25 2018. Posting at Bangladesh Branch Office.

Special Qualification:

Graphic design (Photoshop 0.7, 10, CS5, CS6, Illustrator 10) Web designing/Development in HTML, HTML5, CSS & WordPress.

Employment History:

Total Year of Experience : 9.8 Year(s)

1. System Engineer--IT (Coordinator in Bangladesh) (March 1, 2015 - Continuing)

LARSEN & TOUBRO LIMITED

Company Location : Silver Tower, 9th Floor, 52 Gulshan Avenue, Gulshan-1, Dhaka-1212, Bangladesh

Department: IT

Duties/Responsibilities:

* Plan design, organize, direct, control and evaluate the operations of information systems including hardware, network and communications, software, security and overall operations. * Keep updates the software according to the requirement of Management. * Maintain current and accurate inventory of technology hardware, software and resources. * Manage all IT related procurement of the Company whether hardware, software solutions or services. * Install, Configure and Maintain

Linux Mail Server. * Install, Configure and Maintain LAN, Mikrotik Router, Switch, HUB. Manage the relationship between internal departments and external contractors or suppliers regarding ICT related activities. * Installing and configuring hardware, software, networks, and operating systems and application software. * Solving computer problems (Hardware, Network, Software, Website, Antivirus, Data Connectivity Project Management Office (Bangladesh) to India Office, etc. * Project Management Office Network Design & Implementation. * Skilled on troubleshooting networking problems including e-mail, DNS, proxy, web firewall, OS systems, system security, availability and performance. * Any other assignments given by the management time to time. * Install/configure printers, scanner and all other standard hardware, printer troubleshooting. * Regular data backup. * Install and configure anti-virus software and MS patches on user's machines. * Coordinate IT hardware and consumable dispatching from Dhaka office to field locations and warehouse Issue and maintain gate pass for IT equipment. * Assist in providing support for Desktop users. * Have knowledge and experiences on configuring and troubleshooting of LAN & WAN related issues. * Experiences on escalating critical problems and follow up with Global IT Service Desk. * Manage online meeting supports, VC supports & lync supports. * Maintain IT Hardware and Software inventory through Asset Tagging system. * Experience on IT Service Monitoring system. * Experience on handling IT Projects. * Follow and enforce Information Protection (IP) Policy of the company.

2. Sr. Executive (IT & MIS) (July 1, 2014 - February 28, 2015)

UNION GROUP

Company Location : 68/1, Union Center, Gulshan-1, Dhaka
Department: IT Department

3. Sr. Executive (IT & MIS) (January 1, 2012 - June 30, 2014)

SIM GROUP (A 100 % Export Oriented Company)

Company Location : DOHS, Baridhara, Dhaka-1206
Department: IT

4. Admin, MIS & IT Officer (February 1, 2009 - December 20, 2011)

BD FOODS Ltd.

Company Location : Taher Tower, Gulshan-2, Dhaka.
Department: Administration

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.S.C in CSE	Computer Science & Engineering	Dhaka International University	CGPA:3.25 out of 4	2011	4 Years	1st Class
Diploma in-Engineering	Computer	Feni Polytechnic Institute	CGPA:3.29 out of 4	2007	4 Years	1st Class
HSC	Science	Noakhali Gov't College	First Division, Marks :60%	2002	2 Years	1st Class
SSC	Science	Noakhali Zilla School	First Division, Marks :68%	2000	2 Years	1st Class

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Information security awareness training program	<ul style="list-style-type: none"> • Connected World • What is Information Security • Why Information Security, what to protect • About ISMS – ISO27001:2013, Domains, Benefits • Risks & Threats to Information • End user responsibilities 	L&T Power, Knowledge City.	India	Ajawa-Waghodia Cross Road, Vadodara-390019, INDIA	2015	20 Days
Email Usage Policy	<ul style="list-style-type: none"> * Objective * Scope * Account activation / termination * Best practices * Email usage policy * General expectations from end users * Reporting Misuse * Disclaimer * Failure to comply * Email broadcast/Announcement policy * Acceptable categories of broadcast mails * References 	L&T Power, Knowledge City.	India	East Block, Knowledge City, Vadodara - 390019	2015	05 Days
Internet Usage Policy	<ul style="list-style-type: none"> *Internet usage policy: Defined section on Pre-authorized sites (white listed sites) *Eligibility changes: Defined internet access eligibility *Refined restriction: Refined restricted site section 	L&T Power, Knowledge City.	India	East Block, Knowledge City, Vadodara - 390019	2015	04 Days
File Transfer Server Usage Policy (FTP)	Objective, Scope, FTP server resource and account creation, FTP access policy, Failure to comply, Query / Support	L&T Power, Knowledge City.	India	East Block, Knowledge City, Vadodara - 390019	2015	05 Days
Industrial Training	Networking and Client Support.	Flora Limited, Dhaka, Bangladesh	Bangladesh	Dhaka	2006	3 Month

bdjobs-amcat Employability Certificates:

Job Role	Test Date
Network Administration (English, Logical Ability, Networking and Implementation, Personality, Quantitative Ability)	February 10, 2018

Professional Qualification:

Certification	Institute	Location	From	To
Microsoft Certified Solutions Associate	New Horizons Computer Learning Center.	Dhaka	September 20, 2017	January 29, 2018

(MCSA): Windows Server 2012 R2	Dhanmondi, Dhaka - 1205. Bangladesh			
GFI Endpoint Security and Archiver Training Level	In House of L&T Power Knowledge city	Dhaka	February 18, 2017	March 3, 2017
ITIL@ Foundation Certificate In IT Service Management	New Horizons Computer Learning Center. Dhanmondi, Dhaka - 1205. Bangladesh	Dhaka	April 18, 2016	July 25, 2016
Mikrotik Router Board OS	New Horizons Computer Learning Center. Dhanmondi, Dhaka - 1205. Bangladesh	Dhaka	August 16, 2013	November 8, 2013
Hardware Networking Basic	New Horizons Computer Learning Center. Dhanmondi, Dhaka - 1205. Bangladesh	Dhaka	January 13, 2012	April 26, 2012
CCNA (Cisco Certified Network Associates)	New Horizons Computer Learning Center. Dhanmondi, Dhaka - 1205. Bangladesh	Dhaka	May 7, 2011	November 1, 2011

Career and Application Information:

Looking For : Mid Level Job
 Available For : Part Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Telecommunication, NGO, Multinational Companies, Embassies/Foreign Consulate, Textile, Airline, Food (Packaged)/Beverage, Manpower Recruitment, Group of Companies, Garments Accessories, Satellite TV, Shipyard

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Cisco • MySQL • Windows 2000/ 2003 Server(s) • WiFi/ Bluetooth • MS Exchange Server • Printer Servers • Windows Administration • SAP BASIS • VC Installation 	In Experience in handling critical problems and meet up deadlines and positive enough to carry out duties with minimum instruction and also capable to provide First, Second and Third Line Support.

Extra Curricular Activities:

In Exceptionally well organized with a track record that demonstrates Self-motivation, Initiative and creativity to achieve. Å%% Both personal and corporate goals. Å%% Proven expertise in finding quick and effective solutions to any complex technical problems through any challenging environment and

up-to-date on IT developments. Å%% Form an integral part of a 24-hour support rotation Å%% Skilled on troubleshooting networking problems including e-mail, DNS, proxy, web firewall, OS systems, system security, availability and performance, Å%% Have knowledge and experiences on configuring and troubleshooting of LAN & WAN related issues. Å%% Produce and support Firewall policies and function configuration builds to allow implementation of customer projects

Language Proficiency:

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

Personal Details :

Father's Name : Khair Ullah
Mother's Name : Jahanara Begum
Date of Birth : October 20, 1983
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Laxminarayanpur, Post Office: Maijdee Court, Police Station: Sadar,
District: Noakhali. Bangladesh.
Current Location : Dhaka