

Last Updated : **October 20, 2015**

KAZI ABDUL MOTALEB

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Career Objective:

To be employed in appropriate position that will further enhance my knowledge, training and skill as individual to serve a quality services for the organization.

Career Summary:

A creative support professional with a record of increased responsibility. Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. Enjoys learning new programs and processes. Work with complete ahead to warn about the necessary topics. A team player who is attentive to detail and able to work in a fast paced environment. Excellent oral and written communication skills.

Special Qualification:

I am always serious and never feel nervous to do my work and try to enjoy it.

Employment History:

Total Year of Experience : 0.8 Year(s)

1. Computer Operator (August 22, 2007 - June 13, 2008)

Bangladesh Election Commission

Company Location : Bangladesh

Duties/Responsibilities:

Collect data from people as like personal details, photographs, finger prints & maintenance devices if necessary.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Diploma-in-Engineering	Computer Technology	Rajshahi Polytechnic Institute	CGPA:3 out of 4	2010	2005-2010	Got knowledge on Microsoft Office program, Computer Hardware & Network troubleshooting, AutoCAD.
SSC	Science	Shoulmari High School	CGPA:3.94 out of 5	2005	2003-2004	Idea about Scientific laws, Basic Knowledge on Computer and Internet Browsing etc.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Hardware & Network Administrator	Setting Up a Personal Computer, Installing or Removing Internal Hardware, Performing Preventative Maintenance, Troubleshooting Device & System Problems, Managing Applications & File and Print Resources & Disk Resources in Windows 2000/NT/XP, Automating Client Operating System Installations etc.	Syantha Computer	Bangladesh	Rajshahi	2009	6 months

Professional Qualification:

Certification	Institute	Location	From	To
Web Based Communication and ICT Usage	INCIDINE Bangladesh	Mohammadpur, Dhaka	December 28, 2012	December 29, 2012
Computer Hardware & Network Troubleshooting	Syantha Computer	Zero Point, Rajshahi	September 11, 2008	December 11, 2008

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 15,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Lebanon, Sweden, Iceland
 Preferred Organization Types : Banks, Telecommunication, University, College, Software Company, Engineering Firms, Group of Companies, Clinic, Online Newspaper/ News Portal, Web Media/Blog, Gas, Filling Station

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Windows XP/ 2000/ ME/ 98 • WordPress • Hardware Engineer • MS Word/ Excel/ PowerPoint/ OneNote • Adobe Photoshop/ Illustrator • Data Entry Operator/ Supervisor • Computer Operator

Language Proficiency:

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

Personal Details :

Father"s Name : Kazi Haidar Rashid
 Mother"s Name : Moslema Haidar
 Date of Birth : January 1, 1990
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Muslim
 Permanent Address : Vill: Shoulmari, P.O: Shoulmari, P.S: Jaldhaka, Dist: Nilfamari
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Abdur Rashid	Shamima Sultana Shawan
Organization	: Rajshahi Polytechnic Institute	DEEPTO TV
Designation	: Chief Instructor & Head of Computer Technology	Assistant Program Producer
Address	: Sopura, Rajshahi	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01552498515	01716275248
EMail	:	
Relation	: Academic	Others
