

Last Updated : **July 12, 2017**

KHAIRUL ISLAM RAJIB

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Career Objective:

To work in a place where I'll be able to nurture my skills and add value for career development.

Career Summary:

More than 6 years of computer maintenance experience with hardware & Software. Expertise in preparing financial statements, monitoring daily cash transactions, developing annual budgets, and recording all financial activities in Microsoft office . A remarkable experience of working in computer department .

Special Qualification:

Computer Skills

- i\$ Office Application: M/S word, Power point
- i\$ Database: M/S Access
- i\$ Data Analysis: M/S Excel
- i\$ Operating Systems: Windows Compatible
- i\$ Animation and Content Tools: Photoshop, Windows Movie Maker

Employment History:

Total Year of Experience : 5.3 Year(s)

1. Support Engineer (May 3, 2014 - Continuing)

IT Consultants Limited

Company Location : Evergreen Plaza, Level 4, 260/B, Tejgaon I/A, Tejgaon, 1208 Dhaka, Bangladesh

Department: Network & Security

Duties/Responsibilities:

- Monitoring Blade Center & IBM Server
- Maintain FTP Server
- Troubleshooting
- Setup Server PC & Install Os
- Software & Antivirus Install From Server Computer
- Solution to Client PC Problem
- Check & Solution Error from IBM Server
- Temperature report collection from Data Center
- Remote Monitoring to other Computer
- Communication with Vendor & Network team

2. IT officer (June 1, 2013 - December 31, 2013)

Resource Integration Center (RIC)

Company Location : House no : 20 , Road no : 11 , Dhanmondi R/A ,

Department: IT

Duties/Responsibilities:

To work with automation software

To handle ERP (oracle software)

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|--------------------------------|---------------------|---------------------------------------|--------------------|----------|----------|-------------------|
| BSC (Hons) in computer science | Computer Science | Dhaka City College | CGPA:2.96 out of 4 | 2012 | 4 years | Board certificate |
| HSC | Business Study | Notre Dame College | CGPA:3.3 out of 5 | 2004 | 2 years | Board certificate |
| SSC | Business Study | Motijheel Model High School & College | CGPA:3.75 out of 5 | 2002 | - | Board Certificate |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|----------------|-------|----------------------|------------|-----------------------|------|---------------|
| IT Incharge | | Nannu Spinning Mills | Bangladesh | 109 ,Islampur , Dhaka | 2012 | 1st jan-april |

Professional Qualification:

| Certification | Institute | Location | From | To |
|-----------------------|-------------|-----------|-------------------|------------------|
| CCNA from cisco velly | CISCO VELLY | Dhanmondi | September 1, 2012 | December 5, 2012 |

Career and Application Information:

| | |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Looking For | : Mid Level Job |
| Available For | : Full Time |
| Expected Salary | : Tk. 20,000 |
| Preferred Job Category | : Bank/Non-Bank Fin. Institution, IT/Telecommunication |
| Preferred District | : Anywhere in Bangladesh. |
| Preferred Country | : Germany, Italy, New Zealand, Saudi Arabia, South Africa, Sweden, United Kingdom, Canada, Kuwait, Swaziland |
| Preferred Organization Types | : Banks, Telecommunication, Software Company, IT Enabled Service, ISP, Computer Hardware/Network Companies, Airline, Immigration & Education Consultancy Service, Indenting Firm |

Specialization:

| Fields of Specialization | Description |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <ul style="list-style-type: none">• Adobe Photoshop/ Illustrator• HTML/ DHTML• MS Word/ Excel/ PowerPoint/ OneNote• Windows XP/ 2000/ ME/ 98 | COMPUTER TROUBLESHOOTING & ASSEMBLING . |

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| BANGLA | High | High | High |
| ENGLISH | High | High | Medium |

Personal Details :

Father"s Name : Rafiqul Islam
Mother"s Name : Khaleda Akter
Date of Birth : June 28, 1986
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 118, North Manda, Sabujbagh, Dhaka-1214
Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|---------------------------------------------------------------|-------------------------------------------------------------|
| Name | : Raisul Karim | Md. Rajibul Hassan Khan |
| Organization | : IT Consultant Ltd | IT Consultant Ltd |
| Designation | : Support Engineer | Support Engineer |
| Address | : 260/B Tejgaon I/A, Dhaka 1208, Evergreen Plaza 3rd Floor | 260/B Tejgaon I/A, Dhaka 1208, Evergreen Plaza 3rd Floor |
| Phone (Off.) | : | |
| Phone (Res.) | : | |
| Mobile | : 01814379379 | 01776438008 |
| EMail | : raisul@itcbd.com | rajibul@itcbd.com |
| Relation | : Professional | Professional |
