

Last Updated : **March 25, 2018****LIMA KHATUN.**

Address: House no. 42, Road no. 27, Block D, Section 06 Mirpur Dhaka 1216.

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**Career Objective:**

Build up profession in the field of Computer Technology, where I can contribute significantly in the area like Hardware, Network Administration, System and Business Administration, Security Solution within a single/team environment.

Career Summary:

Information Technology (IT)

Special Qualification:

Communication and friendly, capable of working in Stressful environment, Quick learner, Ability to manage things and work with group, process optimistic outlook & hard worker.

Employment History:

Total Year of Experience : 4.9 Year(s)

1. Executive (Customer Care + Admin) (February 1, 2016 - Continuing)

Metropolitan Medical Centre Ltd.

Company Location : Mohakhali, Dhaka-1212

Department: Admin

Duties/Responsibilities:

Patient Handling, Official Document maintain, Office notice prepared, Staff attendance sheet check etc.

2. Executlive (Admin + IT) (February 20, 2014 - January 31, 2016)

US-BANGLA MEDICAL COLLEGE & HOSPITAL

Company Location : #17,kornogop,Tarabo,Rupgonj,Narayangonj

Department: addmin + IT Section

Duties/Responsibilities:

Clients system Support, System Installation & Testing, Networking (LAN , Server 2008 Installation), Application Software (MS Office, Excel, Power point).

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Diploma in Computer Engineering.	Computer.	Kurigram Polytechnic Institute Kurigram.	CGPA:3.71 out of 4	2012	4 Year	Computer Hardware, Network & Software.
SSC	Science.	Kurigram Govt. girls high school kurigram.	CGPA:4.81 out of 5	2008	2 Year	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Hardware & Networking.	Hardware:Monitor,Keyboard,Mouse,Cpu internal part Network:Server Install, Ip class,Dial up connection, Lan connection	kurigram Institute of International Technology	Bangladesh	Kurigram	2011	6 month
News publishing	News edit & upload	Banglatimes24.com	Bangladesh.	Green road, Dhaka	2011	3 month

Professional Qualification:

Certification	Institute	Location	From	To
Diploma in Computer Engineering.	Kurigram Polytechnic Institute Kurigram.	Kurigram	October 25, 2008	October 18, 2012

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 16000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Education/Training, IT/Telecommunication
 Preferred District : Dhaka
 Preferred Organization : Banks, Telecommunication, Design/Printing/Publishing,
 Types Software Company, IT Enabled Service, ISP, Computer
 Hardware/Network Companies, Govt./ Semi Govt./
 Autonomous body, Multinational Companies, Engineering
 Firms, Hospital

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • LAN/ WAN • WiFi/ Bluetooth • Windows 2000/ 2003 Server(s) • Windows XP/ 2000/ ME/ 98 • Wireless • Adobe Photoshop/ Illustrator • MS Word/ Excel/ PowerPoint/ OneNote • Windows Administration 	IT Support, All kinds of PC, Laptops and maintaining Server System and Networking. Assembling and trouble Shooting. All kinds of PC, Laptops and maintaining Company database and networking.

Extra Curricular Activities:

Able to convince people, Self motivated and hard working, Able to work in immense pressure, Co operative and able to in a term.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangali	High	High	High
English	High	High	Medium

Personal Details :

Father"s Name : Mominul Islam.
Mother"s Name : Shahanur Begum.
Date of Birth : June 30, 1992
Gender : Female
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam.
Permanent Address : Vill: Hospital Para, P.O: Kurigram, P.S: Kurigram, Dist: Kurigram.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	Maj.Dr.(Retd) AKM Mahbubul Hoque	Shariful Islam
Organization	US-Bangla Medical College & Hospital	Akbar Group
Designation	Director	Manager IT
Address	17, Kornogop, Tarabo, Rupgonj, Narayangonj.	Gazipur, Dhaka
Phone (Off.)	: no	No
Phone (Res.)	: no	No
Mobile	: 01713092649	01716727222
EMail	:	shariful_info@yahoo.com
Relation	: Professional	Relative
