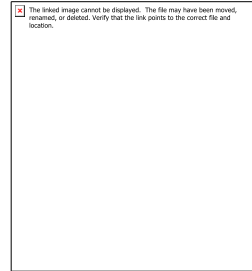


Applied For: **IT Executive (Sylhet)**

Last Updated : **September 15, 2018**

MD.MAHFUZUR RAHMAN

Address: Chaya # 34(2nd floor), Alam Market, Cherag Ali,Tongi, Gazipur
Home Phone: 01918309930
Office Phone :01764916879
Mobile : 01912597979
email:mahfuzur07ice@gmail.com, mahfuzurrahman07ice@gmail.com



Career Objective:

To work in a challenging and stimulating environment with opportunity to use my current experience and to enrich my knowledge and enhance my experience,contribute towards the achievement of organizational objective by applying my professional skill.

Special Qualification:

IT Skills

- Installing and configuring computer hardware operating systems and applications
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
- Understanding about LAN/ MAN/ WAN equipment`s

Employment History:

Total Year of Experience : 6.8 Year(s)

1. Asst. Examination Officer (October 1, 2015 - Continuing)

Southeast University

Company Location : Banani, Dhaka

Department: Controller of Examinations

Duties /Responsibilities:

- Prepare & publication of all semester results (with consolidated results);
- Preparation & distribution of Disciplinary Committee show cause letters to the students, meeting notice, arranging meeting, budgeting for the meeting, prepare working paper of the meeting, notify the students about the actions taken by the authority, warning letters to the students, implement the actions taken into the University software;
- Prepare, circulate and preserve Disciplinary Committee meeting minutes;
- Preparation & distribution of Central Course Waiver Committee meeting notice, arranging meeting, budgeting for the meeting, prepare working paper of the meeting, notify the students about the decision taken by the authority, implement the actions taken into the University software;
- Prepare, circulate and preserve Central Course Waiver Committee meeting minutes;
- Reply of verification of certificates;
- Prepare Testimonial for students;
- Coordinate with the Departments for class routine, student related statistics and other related coordination activities;

- Prepare reports for University Grants Commission (UGC);
- Prepare reports of students of all the semesters for supporting of Accounts Division;
- Preparation drop case, continue study, report of appear certificate to the concern department;
- Distribution of questions, blank answer scripts, attendance sheets & top;
- Preparation & printing of admit cards;
- Receiving & distribution of answer scripts & grade sheets;
- Prepare & printing of top sheets, sticker, grade sheet & attendance sheet for question & answer scripts in access program;
- Checking and printing result course wise, batch wise, semester wise;
- Prepare & printing of verification report of certificate & academic transcript;
- Verification of course registration form (re-sit/re-take/improvement);
- Providing information to guardian/students relating to examinations affairs;
- Work for holding SEU Convocation;
- Maintaining Contingency and Entertainment fund of exam office;
- All computing works & such other works as and when required;

2. **Administrative Assistant (Exam) (June 18, 2014 - September 30, 2015)**

Manarat International University

Company Location : Gulshan, Dhaka

Department: Controller of Examinations

Duties/Responsibilities:

Preparation of Attendance Sheets, Top Sheets, Grade Sheets for all the programs,
 Entering data of Exam Schedules,
 Create Schedule for Makeup exam for semester final,
 Supervising the distribution of date & program wise answer scripts to the department,
 Responsible for the storage, collection and dispatching of examination papers in a timely manner,
 To organize and set up exam room,
 Making sure the classroom is tidy for exams and cleaning up afterwards,
 Checking & verifying incomplete Transcripts, Official Transcripts, Provisional & Original Certificates, for all the programs.
 Co-ordinate all kinds of works relating to Software & IT for the Examinations Office,
 Problem shooting to the students for the all programs,
 Disposal of Old Answer Scripts,
 Support to hold the Convocation of University,
 Typing of Working Papers for Disciplinary Committee, Waiver Committee and other Exam related Committees,
 Support Service for preparation & Publication of Examinations results,
 Support Service to the students,
 Other works as assigned by the authority.

3. **Assistant Customer Engineer (September 10, 2009 - January 31, 2012)**

International Acumen Ltd.

Company Location : 61, Motijheel, Red Crescent Building (11th Fl)

Department: Operation & Technology

Duties/Responsibilities:

Providing ATM support (both Hardware and Software) on 24*7 basis, Installation & Maintenance,
 Preparing Sites for ATMs (Power related issues), Managing Spares of ATMs, HSM Configuration,
 Repairing Spares of ATM, Performing in-house Research and Development, Cash Reconciliation,
 processing sensitive information and working face-to-face with customers, Communicate with both the vendor of the ATM and the Bank personnel. Provide training to customers related to operation and basic troubleshooting.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
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Master of Business Administration (MBA)	Marketing	Southeast University	CGPA:3.14 out of 4	2013	16 months
Master of Business Administration (MBA)	Textile & Apparel Merchandising	Southeast University	CGPA:3.14 out of 4	2013	16 months
Bachelor of Science (BSc)	Telecommunication	Southeast University	CGPA:3.02 out of 4	2007	4 years
HSC	Science	Govt. Science College, Dhaka Board	Second Division, Marks :59.2%	2002	2 years
SSC	Science	Santhia Pilot High School	First Division, Marks :78.5%	2000	2 years

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 20000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, IT/Telecommunication, Garments technician/Machine operator, Mechanic/Technician
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: China, Albania, Australia, Austria, Belgium, Canada, Cyprus, Egypt, Finland, France
Preferred Organization Types	: Banks, Telecommunication, Software Company, IT Enabled Service, ISP, Computer Hardware/Network Companies, Multinational Companies, Engineering Firms, Buying House, Group of Companies, Call Center

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Administration • Admin • Administrative/ Executive

Extra Curricular Activities:

Textile Knowledge \ Good understanding of Ginning (Fiber Manufacturing), Spinning (Yarn Manufacturing), Weaving / knitting (Fabric Manufacturing), Processing (Dyeing / printing), garment construction, costing, accessories, order follow-up, Wash Knowledge, Yarn manufacturing procedure for natural, synthetic & blend yarn, woven fabrics, Fabric testing – physical & chemical testing. raw materials, booking and delivery etc \ fabric testing at pre treatment, treatment and finishing stages, fastness & strength testing as per customer requirements, recipe suggestion \ Have a thorough and clear knowledge in working on LC terms, PC terms TT and other payment terms. \ Have experience in the following business area(s): Buying House (Garments), Garments (Woven/Apparel) \ Deep knowledge of textiles and the products being made by process such as spinning, weaving & processing as well as packaging also. \ Sound knowledge in English to communicate with overseas buyers. \ Following up the processes from procurement of order till shipment

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High
Arabic	Medium	Low	Low
Hindi	Low	Low	Low

Personal Details :

Father's Name : Engr. Md. Mazed Ali Khan
Mother's Name : Afroza khanom
Date of Birth : December 30, 1985
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Gobindopur, P.O: Karshalika,Thana: Shahjadpur, Dist: Sirajganj
Current Location : Gazipur

Reference (s):

	Reference: 01	Reference: 02
Name	: Professor Dr. M. Korban Ali	Md. Maksudul Haque
Organization	: Manarat International University	Puls Trading (H&M)
Designation	: Treasurer	Merchandiser
Address	: plot#CEN 16, Road#106, Gulshan, Dhaka-1212.	House No: NW(K) 8/A, Road No: 50, Gulshan-2, Dhaka 1212
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01819245321	01918309930
EMail	:	maksudul48@yahoo.com
Relation	: Professional	Relative