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MD.MIRAZUR RAHMAN

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Career Objective:

Have a burning desire to work with a well-reputed organization where my interpersonal communication skill, education, ability to work in a dynamic Environment will be effectively utilized.

Employment History:

Total Year of Experience : 6.3 Year(s)

1. Executive- IT & HR (February 16, 2017 - Continuing)

Palmal Group Of Industries (Cortz Apparels Ltd)

Company Location : Nowjore, Kodda, Gazipur

Department: IT & MIS Department

Duties/Responsibilities:

IT Responsibility:

Installing And Troubleshooting Various OS (Windows XP, 7, 8,10).

Install Configure and Troubleshoot of Desktops, Laptops, Wi-Fi, Scanner, Barcode and Printers etc. for end user. Troubleshooting of Hardware and Software related issue of end user. Implementing Anti-virus software and update regularly. Install & configure of data & internet connectivity to user end. Install, configure & troubleshoot internet software. Install, configure, backup & restoration of Mailing Software. Install and configure of network cable, router and switch and troubleshoot. Installation of CCTV & IP Camera and Troubleshooting. UPS installation and troubleshooting. Attendance Machine & Access Control Machine and software support. Network monitoring. Out of hours cover for IT Service Desk (when required) Other duties as assigned by the department Manager from time to time Daily work reporting. Work in rostering basis IT Documentation and IT asset inventory record.

Ability to Maintain Team Work.

HR Responsibility:

* Maintain Payroll Software.

* Follow up expenditures like staff & workers salary & wages, overtime & night allowance, incentives, education allowance, Tiffin bill, Final settlement bill etc.

* New Worker Recruitment Process

* Daily Attendance Process

* CTPAT Audit Knowledge, H&M, Primark

Any Other Task Completed assigned by managment.

2. IT Executive (March 1, 2013 - February 14, 2017)

Elegant Group(Cassiopea Clothing Ltd)

Company Location : Sector # 05, Uttara, Dhaka

Department: IT Department

Duties/Responsibilities:

- Network & Internet Access Facility Implementations.
- Wifi Router Configure and Maintenance.
- Smart phone , Tab Email configuring
- CC Camera Setup and every day Monitoring. (IP Camera NVR & DVR Configure)
- Troubleshooting and Repairing of Printer, Scanner, UPS, and Monitor etc.
- Monthly Requisition for new hardware requirement
- Overall responsible for all kinds of IT operation & day to day IT activities
- Monitor Head office, factory data network
- Inventory Report of all IT accessories and Hardware equipment.
- Monitor & maintain web mail admin Panel.
- Provide software & application based support to user
- Provide Support & service for desktop, laptop, Printer, Scanner & all kinds of IT equipment
- Upgrade user application software, antivirus & others as per business needs.
- Time Attendance Device Control (Finger Print System also Face Detector) & Maintenance Bio-Metric System Software Of BGMEA
- Fulfill any requirement assigned by Management

3. Assistant Hardware Engineer (July 4, 2012 - February 28, 2013)**IT FAIR.COM**

Company Location : Dhaka, Bashundhara

Department: IT CARE.COM

Duties/Responsibilities:

1. Computer assembling, hardware installing & configuring, operating systems and applications, troubleshooting of Desktop/ Laptop.
2. Knowledge of TCP/IP , LAN and WIFI Networking.
3. Knowledge of Application Software (MS Office, Outlook, Adobe Photoshop, video studio 2011).
4. Troubleshooting knowledge of UPS.
5. Knowledge of Windows XP, Vista , 2007, 8.1 2010 installation and configuration.
6. Virus Clean and data backup and Data Entry.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Computer Science & Engineering	Computer Science & Engineering	Bangladesh University	CGPA:3.33 out of 4	2017	4 years
Diploma in Computer Engineering	Computer Technology	Bhola Polytechnic Institute, Bhola	CGPA:3.52 out of 4	2011	4 years
SSC	Business Studies	Joynagor High School	CGPA:3.75 out of 5	2007	2

Professional Qualification:

Certification	Institute	Location	From	To
Cisco Certified Network Associate	Cloud System Ltd	Kazi Tower,5th Floor,Ka-57/1, Kuril,Dhaka	July 8, 2017	October 13, 2017
Networking	Praxis Training Technology & Consultancy	Dhaka	October 23, 2010	January 25, 2011
Web Site Design & Development	Optimal IT Solution	Dhaka	October 22, 2010	January 22, 2011
Microsoft Office Management (MS Office, MS Excel, MS Powerpoint, Outlook express)	Bhola polytechnic Institute	Bhola	April 10, 2008	August 10, 2008

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 28000
 Expected Salary : Tk. 16,000
 Preferred Job Category : IT/Telecommunication, Mechanic/Technician
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : China, Italy, Japan, Malaysia, New Zealand, Australia, Canada, France, Oman, South Korea
 Preferred Organization Types : Event Management, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Engineering Firms, Mobile Accessories

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Data Entry Operator (Both English & Bengali) • Accounting Data Entry • Production • Computer Engineering 	Medium

Language Proficiency:

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

Personal Details :

Father"s Name : Motaher Uddin Ahmed
 Mother"s Name : Momotaz Begum
 Date of Birth : July 8, 1992
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill-Nalgora, P.O: Joynagor, P.S: Daulotkhan, Dist: Bhola.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: A.K.M Mahfuzur Rahman	Md. Latifur Rahman
Organization	: UNION Bank Ld	Dhaka City Corporation,
Designation	: Branch Manager	Assistant Engineer (Civil)
Address	: Bahubal Branch, Hobigonj, Shylet.	166/19/E/1 East Madhartak, Adarshapara, Bashaboo,Dhaka - 1214.
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Relation	: Relative	Family Friend
