

Last Updated : **January 24, 2019**

## **MD.MIRAZUR RAHMAN**

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### **Career Objective:**

To serve in a challenging job in an organization with leading edge technologies, where I can utilize my knowledge and can have a continual advancement of skill.

### **Employment History:**

**Total Year of Experience : 5.9 Year(s)**

#### **1. Programme Organizer (Grade - 04) & Trainer ( October 1, 2018 - Continuing)**

##### **BRAC**

Company Location : BRAC, BRAC Centre, 75 Mohakhali, Dhaka-1212

Department: Skills Development Programme Department

##### **Duties/Responsibilities:**

Job Responsibility :( BRAC NGO)

• Conduct different training on decent work, Skill Up gradation / Technical and Vocational Education and Training (TVET) related issues to strengthen capacity of the field staff of SDP in both formal & informal sectors. • Build capacity based on trend identification & analysis in line with supporting program to enhance quality of training and ensure decent work implementation. • Decent work and Skills competency mapping & support in preparing different types of subject based learning materials in line with BTEB such as trade specific competency based skill log Books, technical trainer guide etc. as per program needs. • Prepare various workshop/ orientation modules and conduct workshops and orientation necessary on decent work & TVET issues.

• Prepare area wise demand for staff capacity building in decent work & TVET related issues & conduct workshop for staff in cooperation with field management. • Conduct Regular field visits to ensure proper implementation of activities. • Prepare relevant reports and documentation as required by projects and share them with field level management & supervisor. • Maintain regular liaison with different technical institute, formal & informal sector, civil society representatives, NGOs who are working in decent work & skills development. • Ensure quality of skills training. • and every day Monitoring. • Monthly Requisition for new hardware requirement • Communicate with suppliers for repairing & servicing for different IT related products. • Overall responsible for all kinds of IT operation & day to day IT activities • Monitor Head office, factory data network. • Monitor & maintain web mail admin Panel. • Provide software & application based support to user. • Upgrade user application software, antivirus & others as per business needs.

#### **2. Executive- IT & HR ( August 8, 2017 - August 30, 2018)**

**Palmal Group Of Industries ( Cortz Apparels Ltd )**

Company Location : Nowjore, Kodda, Gazipur

Department: IT & MIS Department

**Duties/Responsibilities:**

Job Responsibility :( Palmal Group of Industries)

• Provide Support & service for desktop, laptop, Printer, Scanner & all kinds of IT equipment

• Strong knowledge and experience on Software & Software related issue.

• Knowledge on LAN/TCP/IP Network etc.

• Knowledge on email troubleshooting, e.g outlook, outlook Express etc.

• Knowledge on Hardware and Software Installation and troubleshooting.

• Maintain and Update Inventory Report of all IT related resources.

• Knowledge on system and database backup, archiving and disaster recovery.

• Should have Knowledge on Internet, Web & Mail Server maintenance and comprehensive IT support to end users.

• Knowledge on different types of virus removal tools and Anti-virus.

• Network & Internet Access Facility Implementations.

• Provide Support System & Network (Desktop Computer, Laptop, Smartphone, Printer, UPS, LAN, TCP/IP, WAN etc.) Troubleshooting.

• Wi-Fi Router Configure and Installation

• CCTV, IP Camera (DVR, NVR) Setup and every day Monitoring.

• Monthly Requisition for new hardware requirement

• Communicate with suppliers for repairing & servicing for different IT related products.

• Overall responsible for all kinds of IT operation & day to day IT activities

• Monitor Head office, factory data network.

• Monitor & maintain web mail admin Panel.

• Provide software & application based support to user.

• 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. IT Executive ( July 5, 2012 - 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

**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

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Internal Auditor Training ( ISO 45001:2018)	Internal Auditor Training course on Occupational Health and Safety Management Systems(OHSMS)	BUREAU VERITAS (BANGLADESH) PVT LTD.	Bangladesh	Nur Empori House 77 , Road-11, Block-M, Banani	2018	2 Days
Internal Auditor Training ( ISO 9001:2015)	Internal Auditor Training Course on Quality Management Systems (QMS)	BUREAU VERITAS (BANGLADESH) PVT LTD.	Bangladesh	Nur Empori House 77 , Road-11, Block-M, Banani	2018	2 Days
Fire Fighting, Fire Prevention, Rescue and First Aid Training	Fire Fighting, Fire Prevention, Rescue and First Aid Training	Bangladesh Fire Service & Civil Defence, Dhaka	Bangladesh	Mirpur 10, Dhaka	2012	3 Days

### **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. 25012  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication  
 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"> <li>• Data Entry Operator (Both English &amp; Bengali)</li> <li>• Accounting Data Entry</li> <li>• Production</li> <li>• Computer Engineering</li> </ul>	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., Doulatkhan, Daulatkhan, Bhola 8310  
 Current Location : Faridpur

### **Reference (s):**

	<b>Reference: 01</b>	<b>Reference: 02</b>
Name	: A.K.M Mahfuzur Rahman	Pro: Arif Ahmed Juwel
Organization	: UNION Bank Ld	Dhaka Imperial College
Designation	: Branch Manager	Principal
Address	: UNION Bank Ltd Bhulta Branch , Rupgonj, Narayangonj.	Aftaf Nagar, Rampura, Dhaka.
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Relation	: Relative	Family Friend