

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

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MD. MASUD PARVEZ

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Career Objective:

To work in an environment where there is opportunity of self-assessment and self-improvement in both individual and group basis to flourish one's capability of bringing benefits for all.

Career Summary:

FIVE YEARS & ABOVE PRACTICAL WORKING EXPERIENCE IN THE FIELD OF PERSONNEL & IT SECTION

Special Qualification:

COMPUTER HARDWARE & PRINTER MAINTENANCE EXPERT

Employment History:

Total Year of Experience : 12.8 Year(s)

1. Sr.Executive IT (In-charge) (April 19, 2015 - Continuing)

Kazol Brothers Limited

Company Location : Purana,Paltan,Dhaka

Department: IT

Duties/Responsibilities:

1. Installation, Configuration & Maintenance of Servers(Windows 2008/2012), Printer Servers, Client, Corporate LAN, Data server, Mail Server etc .
2. Responsibilities to implement troubleshoot and maintain it systems to support company's business functions.
3. LAN maintenance & troubleshoots under TCP/IP protocols.
4. Hardware, software & network maintenance of the computers. Oracle application server 10g, CCTV Camera & FACE PUNCH machine maintenance & making technical report correspondence management personnel.
5. Provide guidance, assistance, solutions and follow up on user questions, problems, malfunctions of all system applications hardware and software installed or maintained by it.
6. Payroll (Time card entry, Manual Present and Error Data process posting)
7. Public Alliance (PA) System Monitoring.

2. IT & Admin Officer (November 3, 2013 - April 16, 2015)

Pioneer kintwears (BD) Ltd.

Company Location : Jamirdia, Valuka , Mymonsingh.

Department: Information Tecnology

Duties /Responsibilities:

1. Installation, Configuration & Maintenance of Servers(Windows 2000/2003), Printer Servers, Client, Corporate LAN, Data server, Mail Server etc .
2. Responsibilities to implement troubleshoot and maintain it systems to support company's business functions.
3. LAN maintenance & troubleshoots under TCP/IP protocols.
4. Hardware, software & network maintenance of the computers. Oracle application server 10g, CCTV Camera & FACE PUNCH machine maintenance & making technical report correspondence management personnel.
5. Provide guidance, assistance, solutions and follow up on user questions, problems, malfunctions of all system applications hardware and software installed or maintained by it.
6. Over all any kinds of HR& Compliance related works properly and discuss about top Management.
7. Update all workers, staff & officer's details information record such as personal, education, training, increment, image, leave, leave types, loan, working-off day, disciplinary action etc.
8. Payroll (Time card entry, Manual Present and Error Data process posting)
9. Daily Manual absent Check & Posting to Software from Error Report.
10. All Salary Sheet process & Print, Send to Accounts Dpt.
11. Security Section & All OT, Allowance, Holiday Sheet Prepare.
12. Job Card Process. (Print, Sending to Floor for Signature, then Correction & Sending to Accounts Dpt.)
13. Monthly all Lefty out Find out & Lefty out File process.
14. Daily Floor Monitoring Two Times & Report to the Admin Manager.
15. Public Alliance (PA) System Monitoring.
16. Participant All Kind of Training.

3. IT Incharge (March 10, 2006 - November 3, 2013)**Macron Services**

Company Location : 67,Motijheel C/A Dhaka-1000

Department: Information Tecnology

Duties /Responsibilities:

1. PC assembling, troubleshooting software and hardware problems.
2. Printer hardware (hp, canon, Samsung), fax (canon ship)
3. Responsibilities to implement troubleshoot and maintain it systems to support company's business functions.
4. LAN maintenance & troubleshoots under TCP/IP protocols.
5. Hardware & network maintenance of the computers.
6. Deputy in-charge of computer & network support team making technical report & Correspond management personnel.
7. Establish internet connection and trouble-shoot most internet problems.
8. Hardware & software installation.
9. Responsible for user administrator, remote access, internet services, client & back office.
10. Responsibility also extends to support in it security management, LAN infrastructure.
11. Abilities to do all sorts of troubleshooting.
12. To provide all sorts of support for maintaining it sector.
13. Maintenance of client network, peer to peer network,

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MSS	Political Science	National University	Second Class, Marks :54.8%	2011	1 YEAR

BSS	Political Science	National University	Second Class, Marks :48.25%	2010	4 YEAR
HSC	HUMANITIES	KOBI NAZRUL GOVT. COLLEGE	CGPA:3.1 out of 5	2006	2 YEAR
SSC	HUMANITIES	JURAIN ASHRAF MASTER ADARSHA HIGH SCHOOL	CGPA:2.88 out of 5	2002	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
DIPLOMA IN COMPUTER SCIENCE & TECHNOLOGY	COMPUTER SCIENCE	NATIONAL EMPLOYMENT & COMPUTER TRAINING ACADEMY (NECTA)	BANGLADESH	DHAKA	2007	6 MONTH

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 32000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Australia, Austria, Bahrain, Belgium, Bhutan, Brazil, Brunei, Canada, Cuba, Denmark
Preferred Organization Types	: Software Company, IT Enabled Service, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Group of Companies, Share Brokerage/ Securities House

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • LAN/ WAN • MS Exchange Server • MS Word/ Excel/ PowerPoint/ OneNote • Printer Servers • Windows 2000/ 2003 Server(s) • Windows XP/ 2000/ ME/ 98 • Windows XPe • Wireless • Oracle Application Server • Computer Engineering

Extra Curricular Activities:

READING BOOK, WEB SURFING, PLAYING FOOTBALL & JOURNEY.

Language Proficiency:

Language	Reading	Writing	Speaking
BENGALI	High	High	High
ENGLISH	Medium	Medium	Medium

Personal Details :

Father's Name : MD. ABDUL WAHAB CHOWKDER
Mother's Name : MONOARA BEGUM
Date of Birth : February 12, 1987
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : ISLAM
Permanent Address : 1747, EAST JURAIN, DHAKA - 1204.
Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: MD. KAMAL HOSSIAN	MD. ARIF HASSAN
Organization	: MACRON SERVICES	DELTA CAPITAL LIMITED
Designation	: MANAGING DIRECTOR	EXECUTIVE, TRADE
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Phone (Off.)	:	7169839
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EMail	:	
Relation	: Professional	Family Friend