

Last Updated : **October 3, 2016**

MD. MAHADI HASAN

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Career Objective:

Make an excellent career as an engineer. I would like to build

Employment History:

Total Year of Experience : 11.0 Year(s)

1. **IT & Admin Assistant (December 1, 2014 - Continuing)**

(International Organization For Migration) IOM

Company Location : IOM Cox`s Bazar Sub Office, Parjatan Luxury Cottage (No: 1,2 & 3)
,Motel Road, Cox`s Bazar.

Department: IT & Admin

Duties/Responsibilities:

IT- Networking Operating System of Microsoft Windows, Databases Server, Mail server, Gateway
Server, Tally server maintains, database software, Major Troubleshoot Laptop, computer hardware,
software and Networking LAN, Router Configure & Maintenance, troubleshooting, switch, CCTV/IP
Camera, Security Administration, TCP/IP. e.g. Java, ASP.Net, File Server, Sharing.
Controlling
windows domain controls, enterprise security, access controls, Outlook configure and Storage,
backup, Provide orientation to New Users on the IT equipment, printers, scanners, door entry etc.
Provide instruction to Users on existing technology and potential use (One drive for Business, Team
works, Yammer, Lotus Notes, MS Office, Android, Windows, OS, Blackberry, (Skype for usiness),
Manage the PABX telephony system etc.

Admin - Regularly compile data and update relevant units in Cox's bazar and Resource Management Unit in country office. Monitoring NGO, Maintain Petty Cash and keep track of
payments, receipts and non-cash vouchers; Maintaining of Cash and accounting files with proper documentation
and maintain good filing system in the Admin office. Maintain personnel file of the staffs including leave and attendance records and submit periodic records/data to the country office.
Review expense reports received from the Health unit and provide critical review and highlight
any errors in the reports. Provide vehicle and store management support to the head of sub-office. Submit monthly vehicle management report to CO. Keep track of office inventory/assets
and be responsible for asset tagging. Undertake duty travel relating to project/programme activities. Perform such other duties that may be assigned by the supervisor.

2. IT & Admin Officer (February 1, 2010 - November 30, 2014)

COGITO Marketing Solutions Ltd

Company Location : R#27, H#37, Banani, Dhaka

Department: IT & Admin

Duties/Responsibilities:

Networking, Databases Server, Mail server Gateway server Tally server maintains, Major Troubleshoot Laptop servicing, computer hardware, software and Networking LAN, Router Configure & Maintenance, troubleshooting, switch, CCTV/IP Camera, Security Administration, TCP/IP. File Server, Networking, Sharing. Outlook configure and Storage, backup etc.

Admin - Provide administrative support to the Visa Office Effectively manage own and teams caseloads under time pressures and within resource constraints; Deal with a range of clients and stakeholders, and respond to enquiries. Provide accurate, timely and appropriate advice. Prepare correspondence to clients and stakeholders. Undertake case-related investigation, including site visits. Prepare clear and logical reports of such. Assist A-based officers and colleagues, including with ad hoc interpreting. Meet all Departmental standards as advised by the management of the section. This includes, but is not limited to the Code of Conduct, Client Service Standards and record-keeping requirements. Other duties and any and all reasonable directions as outlined by A-based officers.

3. IT Engineer (February 3, 2008 - January 31, 2010)**International office machine ltd**

Company Location : Land mark building, 3rd floor, Gulshan 2, Dhaka

Department: IT

Duties/Responsibilities:

Major Troubleshoot Laptop, computer hardware, software and Networking LAN, Router Configure & Maintenance, troubleshooting, switch, CCTV, Security Administration, Network, Operating

System of Microsoft Windows Databases Server, Mail server Gateway, Tally server maintains, TCP/IP.

File Server, Sharing. Domain controls, security, access controls, Outlook configure and Storage/ backup etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BSC in CSE	Computer Engineering	Dhaka International University	CGPA:3.35 out of 4	2011	Four years(Eight semesters)
Diploma in computer Engineering.	Computer Engineering	(CSBSI)computer science and business studies institute, Bogra.	First Division, Marks :70%	2007	Four years(Eight semesters)
SSC	Science	Nasaratpur High School	First Division, Marks :70.59%	1999	Two years

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 2,000
 Preferred Job Category : Engineer/Architect, IT/Telecommunication
 Preferred District : Dhaka
 Preferred Country : France
 Preferred Organization : Computer Hardware/Network Companies, Engineering Firms

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Printer Servers • Switches/ Routers • Windows 2000/ 2003 Server(s) • Windows XP/ 2000/ ME/ 98 • LAN/ WAN • WiFi/ Bluetooth • Windows XPe • WAP • Wireless • Mac OS

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Hashem Ali
 Mother"s Name : Mrs. Rashida Khanom
 Date of Birth : December 31, 1983
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill : Luxmipur, P.O : Nasaratpur, P.S : Adamdighi, Dist : Bogra
 Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Mohiuddin Hussain Khan	MD. GHALIB AHMED ANSARI
Organization	: International Organization for Migration (IOM)	TRUE DISTRIBUTIONS LIMITED
Designation	: National Programme Officer	CHIEF EXECUTIVE OFFICER
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Relation	: Professional	Professional