

Last Updated : **October 15, 2018**

MD. MAHFUZ RANA

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Career Objective:

A position which will require me to utilize my skills, abilities and experience in the Engineering/Development field to make sure the company's success.

Employment History:

Total Year of Experience : 5.3 Year(s)

1. Officer (System Administrator) (September 3, 2018 - Continuing)

United Finance Ltd.

Company Location : Camelia House, Poribhag, Dhaka

Department: IT

Duties/Responsibilities:

- (1) Time to time all branch network monitoring.
- (2) Core application server monitoring.
- (3) Coordinate with in-house developers to maintain core application error free.
- (4) IP soft/hard phone installation and configuration.
- (5) Installation, Configuration, and Testing of server hardware, software, LAN and WAN networks and operating and system management systems.
- (6) Maintain LAN and Internet connectivity products (Core Switches, Routers, Access Point etc. Device) and their installation and configuration.
- (7) Configure, troubleshoot, and maintain Active Directory, DNS Server, Application Server and File & Print Server on Windows Platform.
- (8) Maintain Active Directory Users and Directories, Network Storage and Drive Mapping, Network Resources under Directory.
- (9) CCTV Camera & NVR setup, configure & maintenance.
- (10) Maintain all the network printers & basic troubleshooting.
- (11) Installation, Configuration & Maintenance of Cisco IP phones.
- (12) Day to day system tape backup execute, monitoring & maintenance.
- (13) Support for Microsoft Windows client and server networking and Office365 software technologies.
- (14) Day to Day Helpdesk ticket solution as per requirement.
- (15) On Site user support service, maintenance and troubleshooting.
- (16) Office O365 (Cloud) Exchange Online, Skype for Business, One Drive for Business, SharePoint Online, Setup Manage & Configure with Troubleshooting.
- (17) Prepare users by designing and conducting training programs providing references and support.
- (18) Support SAP systems users and management to determine appropriate system configuration and setup.
- (19) Maintain daily IT Inventory system and other documentation procedure.

2. Senior Executive, MIS (Technical) (August 9, 2015 - August 31, 2018)

DEWHIRST GROUP (Shanta Industries Limited & Shanta Denims Limited)

Company Location : DEPZ (Extension Area), Ganakbari, Savar, Dhaka.

Department: MIS

Duties/Responsibilities:

- (1) Installation, Configuration, and Testing of server hardware, software, LAN and WAN networks and operating and system management systems.
- (2) Maintain LAN and Internet connectivity products (Core Switches, Routers, Access Point etc. Device) and their installation and configuration.
- (3) Configure, troubleshoot, and maintain Active Directory, DNS Server, Application Server and File & Print Server on Windows Platform.
- (4) Maintain Active Directory Users and Directories, Network Storage and Drive Mapping, Network Resources under Directory.
- (5) CCTV Camera & NVR setup, configure & maintenance.
- (6) Maintain all the network printers & basic troubleshooting.
- (7) Installation, Configuration & Maintenance of Cisco IP phones.
- (8) Day to day system tape backup execute, monitoring & maintenance.
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- (13) Prepare users by designing and conducting training programs providing references and support.
- (14) Support SAP systems users and management to determine appropriate system configuration and setup.
- (15) Maintain daily IT Inventory system and other documentation procedure.

3. IT Executive (November 2, 2013 - July 31, 2015)**Stylo Group**

Company Location : House# 44, Road# 02, Sector-13, Uttara Model Town, Dhaka.

Department: IT Department

Duties/Responsibilities:

- (1) LAN setup, Software & Hardware installation & maintenance, Technical Support.
- (2) Network troubleshooting including LAN & WAN, TCP/IP as well as for various routers at various routers at both ends.
- (3) Configure & Managing Mikrotik Router.
- (4) Configure & Managing Wi-Fi routers.
- (5) Assembling & Troubleshooting Laptop, Computer Hardware & Technical Support.
- (6) Installing & Maintaining network printer & others printer.
- (7) Installing CCTV & CCTV Camera.
- (8) Maintaining Mail Server, Anti-virus Server & ADC Server.
- (9) Configure Email using MS Outlook.

4. Internee Officer (May 1, 2013 - August 31, 2013)**Southeast Bank Limited(Head Office)**

Company Location : Dilkusha, Motijheel, Dhaka

Department: Information Technology Division

Duties/Responsibilities:

- To learn Core Banking System using BankUltimus Software.
- Creating a manual of BankUltimus for General Banking Section.
- Creating SQL Query for various report using PL/SQL Developer.
- Learn how to connected Branch to Head Office through Networking System.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Cmputer Science & Engineering.	Computer Engineering	International University of Business Agriculture and Technology	CGPA:3.33 out of 4	2013	4 Years
Diploma in Computer Engineering.	Computer Engineering.	Sylhet Polytechnic Institute.	CGPA:3.3 out of 4	2009	4 Years
SSC	Business Studies	Annada Govt. High School	CGPA:4.06 out of 5	2005	10

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA Routing & Switching	Routing & Switching	New Horizons	Bangladesh	Dhaka	2013	6 months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 40000
 Expected Salary : Tk. 0
 Preferred Job Category : Engineer/Architect, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Ireland, Italy, Japan, Malaysia, Netherlands, New Zealand,
 Argentina, Australia, Austria, Morocco
 Preferred Organization Types : Banks, Telecommunication, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Trading or Export/Import, Shipping, Architecture Firm, Group of Companies, Call Center, Tobacco

Language Proficiency:

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

Personal Details :

Father"s Name : MD. Abdul Awal
 Mother"s Name : Hasina Begum
 Date of Birth : January 1, 1990
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : HoNo # 551, Fullbaria (Nath Para), Brahmanbaria
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Utpal Kanti Das	Md. Masud Rana
Organization	: IUBAT	Easel Architect & Engineers
Designation	: Course Co-ordinate & Faculty of CSE Department	Senior Executive, Accounts & Admin
Address	: sector-10,uttara, Dhaka.	Lalmatia, Mohammadpur,Dhaka 1207.
Phone (Off.)	:	
Phone (Res.)	:	
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EMail	: utpal@iubat.edu	masud.imon@yahoo.com
Relation	: Academic	Professional
