

Applied For: **IT Executive (BSc/ Dip in CSE)**

Last Updated : **October 27, 2018**

## MD. SHARIFUL ISLAM

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### **Career Objective:**

GOING AHEAD WITH FACING NEW CHALLENGE. PROVIDING POTENTIALITY THROUGH WORKING SUCCESS UNDER PRESSURE.

### **Career Summary:**

I HAVE PASSED MY DIPLOMA EDUCATION IN BOGRA POLYTECHNIC INSTITUTE, BOGRA, A NETWORKING COURSE AT NEW HORIZONS COMPUTER LEARNING CENTER DHAKA, AND STILL RUNNING B.Sc IN COMPUTER SCIENCE & ENGINEERING AT UTTARA UNIVERSITY.....

### **Special Qualification:**

TYPE OF PROJECT: CCNA (SIX MONTH INDUSTRIAL TRAINING).  
PACKAGE: MICROSOFT OFFICE,  
HARDWARE AND SOFTWARE  
INTERNET BROWSING  
ERP ACCOUNTING SOFTWARE  
MAINTAIN DATA ENTRY, EDITING, SCANNING & PRINTING

### **Employment History:**

**Total Year of Experience : 5.7 Year(s)**

#### **1. IT Executive ( October 1, 2018 - Continuing)**

##### **Vivid Group**

Company Location : Bashati Horizon, Flat B-7, Plot 21, Road 17, Banani, Dhaka - 1213

Department: IT

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

1. Ensure all kind of user support related to computer Hardware, Network, Printer, ERP and any other IT enabled services.
2. Install & upgrade various software being used for day-to-day business operations and ensure proper functionality at every user level.
3. Installation, Configuration & Troubleshooting of laptop, Desktop, Printer, Scanner, UPS, Wi-Fi, Attendance & Access Control System, Software and any others computer accessories.
4. Maintenance & technical support of Surveillance System & Photocopier.
5. Email client configuration (Windows Live Mail, MS Outlook, Outlook Express and Mobile Client) and

- providing support to all users.  
6. Monitor the performance of all the systems regularly.

2. **Officer - IT & MIS ( March 10, 2015 - September 30, 2018)**

**Aman Group Ltd.**

Company Location : 2 Ishakha Avenue Sector- 6, Uttara Dhaka-1230 Bangladesh.

Department: IT & MIS

**Duties/Responsibilities:**

2. Install New Computer Hardware & Software & Operating System (Windows, XP, win-7, Win 10 etc).
3. Setup & Maintain LAN & WAN Network.
4. Responding in a timely manner to service issues and requests
5. Providing technical support across the company (this may be in person or over the phone)
6. CCTV, NVR, DVR maintenance and setup.
7. Install and configure computer printers and scanners.
8. Testing new technology

3. **Jr. Officer IT ( January 1, 2013 - December 31, 2014)**

**BTL PTE LTD.DHAKA**

Company Location : PLOT-23, AVENUE-03, BLOCK-H, MIRPUR-2, DHAKA-1216.

Department: IT

**Duties/Responsibilities:**

1. Monitor the system for equipment failure or errors in performance.
2. Maintenance and operation of computer hardware systems.
3. Installing and configuring computer hardware operating systems
4. Perform maintenance tasks such as checking for viruses, upgrading software, and other basic maintenance.
5. Load files onto storage media
6. Ensure all are IT related machine functioning properly.
7. Help IT in charge ensure network connections are in place
8. Train up the user, How to use the ERP software TALLY, MIMAS accounting software.
09. Data backups and disaster recovery operations.
10. Replacing parts as required

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.Sc in Computer Science & Engineering	Computer Science & Engineering	Uttara University	Appeared	2019	3 Years	In Progress.
Diploma Engineering	Computer	Bogra Polytechnic Institute, Bogra	CGPA:3.12 out of 4	2012	4 years	Success
SSC	Science	Pre-caddet High School, Bogra	CGPA:4.5 out of 5	2008	2 Year	Success

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Networking Course	CCNA	New Horizon	Bangladesh	Dhaka	2011	6 Month

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 17000  
Expected Salary : Tk. 17,000  
Preferred Job Category : IT/Telecommunication, Customer Support/Call Centre,  
Mechanic/Technician  
Preferred District : Dhaka  
Preferred Country : India, Kuwait  
Preferred Organization Types : Banks, Computer Hardware/Network Companies, Govt./ Semi  
Govt./ Autonomous body, Engineering Firms, Chemical Industries,  
Call Center, Cement Industry

**Language Proficiency:**

Language	Reading	Writing	Speaking
BANGLA	High	High	High
ENGLISH	Medium	Medium	Medium

**Personal Details :**

Father's Name : MD. HARAZ ALI  
Mother's Name : MOST. SHILPI BEGUM  
Date of Birth : December 4, 1993  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : ISLAM  
Permanent Address : Village : Dassika, Post Office : Jamtoil, Police Station : Kamarkhanda, District  
: Sirajgong  
Current Location : Dhaka