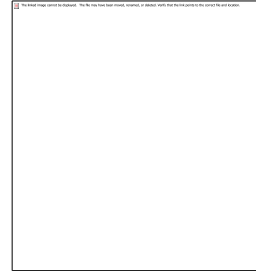


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **March 9, 2017**

Mrinmoy Purkayastha

Address: 3/1 Kajalshah, Sylhet-3100.
Home Phone: +880821710116
Office Phone :+8801713043154
Mobile : +8801713043154
email:mrinmoy1971@gmail.com, mrinmoy1971@yahoo.com



Career Objective:

To build an IT career with a dynamic organization where worth comes through challenge and vibrant creativity.

Career Summary:

Experienced in computer network. Have a vision to work in a vast IT field with state of art technologies.

Special Qualification:

Sound knowledge in computer networking system with good administrative/ managing/ self motivated capability. Also can play good rule in a team.

Employment History:

Total Year of Experience : 11.8 Year(s)

1. System Engineer (October 13, 2011 - Continuing)

Lafargeholcim Bangladesh Ltd.

Company Location : Noarai, Chhatak, Sunamganj

Department: Plant IT

Duties/Responsibilities:

- *Help Desk management covering more than 300 users from 4 different sites using online ticketing system (SNOW) as per SLA.
- *Ensure smooth IT services for 300 users from 4 different sites.
- *Installation, configuration and Administration windows server 2008, 2012.
- *Maintaining Lafarge Data sever and access networking system.
- *Design, Implement & Maintenance of network LAN and WAN connectivity including multi vendor equipments etc
- *Prepare & control yearly IS-IT departmental (Plant) budget.
- *Prepare & submit daily/ weekly & monthly report for IT Director & Regional IS Manager.
- *Manage relationships with the vendors/ Supplier for smooth IT operation.
- *Arrange regular training for IT users to operate email system, windows operating systems, smart phone, ADAP, ERP (JDE/ maximo) & IT security.

2. Network Engineer, Regional Incharge-Sylhet (June 2, 2007 - October 12, 2011)

RANKS ITT Ltd.(A member of Rangs Group)

Company Location : Bangladesh

Department: Network Management & Support

Duties/Responsibilities:

- *Maintenance of router, switching network, LAN and WAN connectivity
- *Installation and Maintenance of Radio Connectivity.
- *Monitoring, Maintenance of Fiber, Radio connectivity etc.
- *Manage relationships with the vendors for smooth WAN connectivity (E1).
- *Prepare & submit monthly report for IT manager.
- *Ensure maximum (99%) link uptime for end users.

3. **Assitant Network Administrator (June 1, 2006 - May 31, 2007)**

Synchronous ICT

Company Location : sylhet

Department: Network Operation Center (NOC)

Duties/Responsibilities:

- *Installing and configuring various types of server in LINUX and UNIX platform.
- *Regular server health checkup.
- *Monitoring server performance.
- *Maintaining customer relationship.
- *Troubleshooting of various servers from remote.
- *LAN management.
- *Providing technical support on 24x7 bases to the customer of the firm (foreign company in Latvia).
- *Managerial and administrative work.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B. Sc. (Engg.) in Computer Science and Engineering	Computer Engineering	Leading University, sylhet	CGPA:3.78 out of 4	2006	4
HSC	Science	Sunamganj Govt. College, Sunamganj	First Division, Marks :74.3%	1999	2
SSC	Science	Govt. Jubilee High School, Sunamganj	First Division, Marks :83%	1997	10

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
ISP Setup	Functions, settings and maintenance of ISP Setup	SOL-BD , Housing-Estate, Sylhet	Bangladesh	Sylhet	2005	90 hours

Professional Qualification:

Certification	Institute	Location	From	To
Windows 2012 Installation, configuration and Administration	Lafarge Digi learn	Web based	June 1, 2016	December 31, 2016
ITIL® Foundation Certificate in IT Service Management	Global Skills Development Agency	Dhaka	October 2, 2015	October 3, 2015

Red Hat Certified Examination Preparation (RHCP) Course	Center for Information & Communication Technology (CICT),	Leading University, Sylhet, Bangladesh	March 17, 2005	June 17, 2005
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Career and Application Information:

Looking For	: Top Level Job
Available For	: Full Time
Expected Salary	: Tk. 15,000
Preferred Job Category	: Education/Training, IT/Telecommunication, Customer Support/Call Centre
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: China, Germany, Italy, Japan, United Kingdom, United States, Australia, Canada, France, Singapore
Preferred Organization Types	: Telecommunication, University, Training Institutes, Software Company, IT Enabled Service, BPO/ Data Entry Firm, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, NGO, Development Agency, Trading or Export/Import

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Project Management 	<ul style="list-style-type: none"> Helpdesk Management. Project Management. Training & Mentoring. IT Systems Installation, Configuration & Up-gradation.

Extra Curricular Activities:

1. I had taken the responsibility of Computer Club as a General Secretary in our University. 2. I was one of the members of my college cricket team and I also played 1st and 2nd division cricket in Sunamganj.

Language Proficiency:

Language	Reading	Writing	Speaking
bangla	High	High	High
english	High	High	High

Personal Details :

Father's Name	: MATI LAL PURKAYASTHA
Mother's Name	: HELEN RANI CHOUDHURY
Date of Birth	: October 31, 1982
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Hindu
Permanent Address	: 3/1 Kajalshah, Sylhet-3100.

Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Md. Haider Ali	Ehthesam Khan Mojlish
Organization	: Dhaka University, Dhaka, Bangladesh.	Lafarge Surma Cement Ltd.
Designation	: Chairman, Department of CSE	Plant IT in-charge
Address	: Dhaka University, Dhaka, Bangladesh.	Chhatak, Sunamganj.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801911303 824	017-13048861
EMail	: haider@univdhaka.edu	Ehthesam.Mojlish@ranksitt.net
Relation	: Academic	Professional