

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

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Mahmud Molla

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Career Objective:

To contribute myself for developing as well as performing all engineering and management issues such as company can save time and others. I want to be a successful professional engineer with utilize my innovative engineering skills & knowledge.

Career Summary:

As an Officer -IT (Computer Technology) I have around 8 years experience IT sector in the flowing well known private company. I have gathered working experience in Troubleshoot Computer Hardware, Operating System Windows XP/7/8, and Windows Server 2003/8RL, TCP/ IP, HTTP, FTP), LAN, WAN, Security, Active Directory, Cloud, Storage.and Network & the Internet related problem, Adobe Photoshop, Adobe Illustrator, Office package.

Special Qualification:

Windows XP, Windows Server2003, Windows7, Hardware Troubleshoot, Local Networking, HR, Payroll, Time Attendance Software. Ms-Office Course, Adobe Illustrator, Adobe Photoshop, CCTV System, Time Attendance System.

Employment History:

Total Year of Experience : 9.0 Year(s)

1. Sr. Officer - IT (July 3, 2017 - Continuing)

Elegant Group

Company Location : AJ Heights, Cha-72/1/D Progoti Shoroni, Uttar Badda, Dhaka-1212, Bangladesh
Department: IT Department

Duties/Responsibilities:

1. Microsoft Windows Server: Active Directory Service, Mail Service, DHCP Service, DNS Service, FTP Service, Web Service, Proxy Service and Printer Services.
2. Networking: Networking cabling, Local Area Network (Lan), Metropolitan Area Network (WAN), Switching, Routing and Subnetting calculating
3. CCTV, DVR, NVR Installation, and configuration.
4. Hardware and any software installation.
5. Regular properly good solution every user.
6. Regular problem and solution note down.

2. Sr. Executive (IT) (August 7, 2010 - June 30, 2017)

Time Power Engineering Ltd.

Company Location : H # 134/A, West Kafrul, Taltala, Dhaka-1207.

Department: IT Department

Duties/Responsibilities:

Operating system: Windows XP, Windows 7/8 Installation, Lookup Windows server 2008 Hardware Troubleshooting and Software Installation,
Networking: Local Area Networking, CCTV System.

3. Executive IT (January 7, 2009 - August 1, 2010)

Sheikh Brother

Company Location : Stall No: 477 Sheikh Brothers Head Office: 177/8-9, Green Road, (1st fl.) Dhaka-1205.

Department: Admin & HR

Duties/Responsibilities:

Operating system : Windows XP, Windows Server 2003, Windows 7, Hardware Troubleshoot, Local Networking, HR, Payroll, Time Attendance Software. Ms-Office Course, Adobe Illustrator, Adobe Photoshop, CCTV System, Software Install, And Uninstall, Internet.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.sc in CSE	Computer Science & Engineering	Bangladesh University of Business and Technology	CGPA: 2.63 out of 4	2016	4 years	Good
Diploma in Computer Engineering	Computer Technology	Gopalganj Polytechnic Institute	CGPA: 2.88 out of 4	2009	4 Years	Good.
SSC	Business Studies	S.M.Model Govt. High School	CGPA: 3.06 out of 5	2005	2 Years	Good

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Hardware&Networking	Hardware&Networking	Optimal IT Solution	Bangladesh	Mohammadpur, Dhaka.	2008	6 Monts

Professional Qualification:

Certification	Institute	Location	From	To
Server Administration	Denary Computing Ltd.	Kawran Bazar, Dhaka.	February 8, 2017	January 2, 2018
Hardware & Networking , Web Design	Optimal IT Solution	Ground & 1st Floor, 1/17 Humayun Rd, Dhaka 1207	June 1, 2008	December 30, 2008

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 15,000
Preferred Job Category : Garments/Textile, IT/Telecommunication
Preferred District : Bagerhat, Barisal, Bogra, Chittagong, Cox's Bazar, Dhaka, Dinajpur, Faridpur, Gazipur, Gopalganj, Jessore, Khulna, Madaripur,

Mymensingh, Narayanganj

Preferred Country : American Samoa, Andorra, Algeria, Anguilla, Argentina, Australia, Benin, Brazil, Myanmar, Central African Republic

Preferred Organization Types : College, Design/Printing/Publishing, IT Enabled Service, NGO, Development Agency, Clearing & Forwarding (C&F) Companies, Engineering Firms, Market Research Firms, Consulting Firms, Garments, Audit Firms /Tax Consultant, Call Center

Specialization:

1. Microsoft Windows: Windows XP/7/8/8.1/10 all windows proper installation and using knowledge is good. 2. Microsoft Server: Windows Server 2003/8/12/16 all windows proper installation and using knowledge as well. 3. Microsoft Server using Active directory services, DHCP services, DNS services, FTP services, Exchange Mail Services, Proxy Services, File Services, Web services, etc. 4. VMware: ESXi installation and configuration. 5. Linux: RHEL/Centos/Ubuntu proper installation and using knowledge as well. 6. Networking: Local Area Network (LAN), Wide Area Network (WAN), Cabling and Switching, Routing, Subnetting calculation, Virtual Private Network (VPN), 7. Storage: SAN & NAS system at Data Center, Redundant Array of Inexpensive Disks (RAID), Failover Cluster etc. 8. Graphic Design: Adobe Photoshop, Adobe Illustrator, and Video Editing. 9. Microsoft Office: MS Word, MS Excel, MS Powerpoint. 10. Language: C, C++, HTML, CSS, PHP, MySQL. 11. Security: CCTV, DVR, NVR, Time Attendance Machine, Installation, and Maintenance. 12. Typing: Good knowledge writing (English & Bangla) 12. Document: Allways collect document all work.

Extra Curricular Activities:

Reading Book. Plying Cricket. Internet Browsing.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangle	High	High	High
English	High	High	Medium

Personal Details :

Father's Name : Md. Nowsher Ali Molla

Mother's Name : Hafeza Begum

Date of Birth : December 3, 1990

Gender : Male

Marital Status : Unmarried

Nationality : Bangladeshi

Religion : Islam

Permanent Address : Village: Nelokhi, Post Office: Durgapur, Police Station: Gopalganj Sadar, District: Gopalganj.

Current Location : Dhaka

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>
Name	: Engr. Nimai Ganguly	Mohammad Shakaought Hossain Bhuiyan
Organization	: Time Power Engineering Ltd.	University of Dhaka
Designation	: Managing Director	Deputy Liberian
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Relation	: Professional	Family Friend