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MANIK CHANDRA MONDAL

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Career Objective:

I want a highly rewarding career where i can utilize my analytical, problem solving, communication and interpersonal skills and fast learning abilities in the field of Information Technology.

Career Summary:

I possess a wide range of skills in systems installation, configuration, upgrading and maintenance. I have 8 years of experience working across several different platforms, such as Windows and Mac OS. I am committed to finding innovative solutions to a variety of IT problems, such as security and technical troubleshooting. I can offer your organization exemplary support with network administration and increased system performance.

Special Qualification:

Skilled mentor with the ability to teach others
Expert knowledge of networking and system development
Superior analytical skills
Experience testing networks and troubleshooting
Excellent technical writing
A positive team motivator and leader.

Employment History:

Total Year of Experience : 9.4 Year(s)

1. **Asst. Manager (August 25, 2010 - Continuing)**

DIRD GROUP

Company Location : 32, Kemal attaturk,Banani,Dhaka

Department: IT

Duties/Responsibilities:

• System administration, network configuration, software installation, security, Cisco, tech support, updates. • TCI/IP, DNS, DHCP, WAN/LAN, Windows & virtualized networks. • Run tests on computer programs, hardware elements and network devices to keep speeds and performance at optimal levels and adjust as the company grew. • Discussed potential problems with network and computer usage with other staff members and explained how to get the best performance from individual workstations. • Completed repairs or submitted replacement orders for equipment that wasn't performing at capacity. • Install, Maintenance and Troubleshooting Video conference, attendance reader & CCTV. • Configuration & Troubleshooting-Outlook Express, Microsoft Outlook, and windows live mail, incredimail, Lotus. • Configure the different type router. • Provide end user training and documentation. • Maintenance & management of the Critical Windows based Server Environment. • Maintaining up to date Antivirus levels on all machines. • Working on Active Directory and controlling IT user accounts. • Managing and monitoring of backups in multiple locations. • Troubleshooting technical problems and implementing solutions. • System upgrades both at workstation and Server level. • Purchasing of IT Equipment and software in line within agreed budgets. • Supporting a multi-location IT infrastructure for several hundred users. • Provide fast and accurate troubleshooting and rectification of reported faults. • Asset management and repair logistics. • Implementation ERP software (DIRD Management system).

2. Sr. Executive (July 27, 2009 - August 23, 2010)**Spark System Ltd.**

Company Location : uttra,Dhaka

Department: IT

Duties/Responsibilities:

• Design, implementation and maintenance of office LAN, servers, workstations and other equipments and services and responsible for the whole Physical Networking (Cabling, Interface, Configurations, Troubleshooting) system setup and maintenance of wireless & wired LAN, wireless router, switch. • Maintains network performance by performing network monitoring and analysis, and performance tuning, troubleshooting network problems, and escalating problems to equipment & system vendor. • Ensured Network, System and data availability and integrity through preventative maintenance and upgrades. Provided documentation on start-up, shut down and first level troubleshooting of processes to help desk staff. • Trained junior members of IT team regarding network security and troubleshooting of data circuits. Advocated for end-users to perform testing and problem analysis for server, desktop and IT infrastructure work. • Maintain Domain File Server, DHCP Server, Print Server, And Antivirus Server. • Troubleshooting-Outlook Express, Microsoft Outlook, and windows live mail, incredimail, Lotus. Configure the different route

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|--|--------------------------------|---------------------------------------|--------------------|----------|-----------|
| Masters Of Science in Computer Science | Computer Science | Jahangirnagar University | CGPA:3.09 out of 4 | 2013 | 2013-2014 |
| Bsc | Computer Science & Engineering | University of Development Alternative | CGPA:3.61 out of 4 | 2010 | 2005-2010 |
| HSC | Science | Govt. Devendra College | CGPA:3.6 out of 5 | 2005 | 2003-2005 |
| SSC | Science | Nababgong Pilot High School. | CGPA:3.56 out of 5 | 2003 | - |

Professional Qualification:

| Certification | Institute | Location | From | To |
|--|------------|---------------|------------------|-----------------|
| Computer Hardware and Troubleshooting & Basic Networking | Mentor | Dhaka | May 5, 2009 | August 16, 2009 |
| CCNA | Praxis | Dhaka | February 2, 2009 | August 17, 2009 |
| Computer Hardware and Troubleshooting | ICT Career | katabon,Dhaka | February 2, 2009 | May 29, 2009 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 25,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication, NGO/Development, Other Special Skilled Jobs
 Preferred District : Dhaka
 Preferred Organization Types : Computer Hardware/Network Companies

Specialization:

| Fields of Specialization |
|--|
| <ul style="list-style-type: none"> • MySQL • Web Services • PHP • C# • CSS • HTML/ DHTML • LAN/ WAN • ASP.Net • Mac OS • MS Word/ Excel/ PowerPoint/ OneNote |

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | High | High | High |

Personal Details :

Father"s Name : Jawhorlal Mondal
Mother"s Name : Usha Rani Mondal
Date of Birth : June 10, 1987
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Hindu
Permanent Address : vill:Chandrakhula ,Thana: Nababgonj,Dist:Dhaka
Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|-------------------------------|--------------------------------|
| Name | : Dr. Jugal Krishna Das | Col. KAB Mainuddin(Retd.) |
| Organization | : Jahangirnagar University | DIRDGROUP |
| Designation | : Professor Department of CSE | Executive Director |
| Address | : | H-191, road-02, Baridhara DOHS |
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| EMail | : cedas@juniv.edu | advisor@dirdgroup.org |
| Relation | : Academic | Professional |
