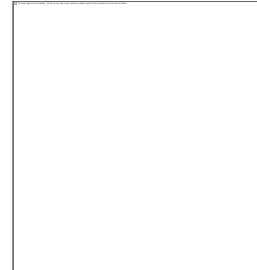Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : *January 3, 2018*

MARJIA CHOWDHURY

Address: Pa-2, South Badda Bazar, Gulshan, Dhaka.
Home Phone: 01711430490
email:marjia_cse@yahoo.com

Career Objective:

A dynamic, team spirited and performance driven professional, experience in IT service management Field currently responsible for Level-2 Escalations, SLA and Managing the IT Infrastructure, now looking for more challenging responsibilities.

Career Summary:

I have graduated in BSc in Computer Science & Engineering in 2011. Soon after my graduation , I got enrolled in an iPhone Application development company and worked there for 8 months as Software Quality Assurance Engineer. Then to pursue new challenge, I have joined GlaxoSmithKline Bangladesh limited as an IT executive and working there for more than 5 years now where I am managing IT Operations for 500+ users, 12 Regional Offices and 3 Sites(Bangladesh, Myanmar & Cambodia).

Special Qualification:

I have won an Award for executing GSK Expectation
'Work Across Boundaries' from the Finance Director of GlaxoSmithKline Bangladesh Ltd during 2015 in Finance-IT conference.

Employment History:

Total Year of Experience : 6.8 Year(s)

1. **Pharma Tech Executive (July 1, 2012 - Continuing)**

   GlaxoSmithKline Bangladesh Ltd.
   Company Location : Gulshan-1, Dhaka.
   Department: Information Technology
   Duties/Responsibilities:
   Managing IT Operations for 500+ users, 12 Regional Offices and 3 Sites(Bangladesh, Myanmar & Cambodia). Also engaging with stakeholders to identify and document systems and business requirements and conduct business and technical studies to design, develop, integrate and implement information systems business solutions. Responsible to provide support on building information systems strategy, policy, management, security and service delivery. To Provide business systems, network and internet support to users in response to identified difficulties. Responsible for Maintenance of network infrastructure, Troubleshoot hardware problems, Maintenance and up-gradation of existing software. Assisting in planning, coordinating and consulting with vendors and clients for hardware/software purchases, product services and support.Ensuring daily successful Backup of servers and network equipment's and test backups for integrity.

2. **Quality Assurance Engineer (November 1, 2011 - June 30, 2012)**

ITIW
Company Location : Mohakhali DOHS,Dhaka.
Department: Iphone Application Developement
Duties/Responsibilities:
Responsible for testing and analysis, research alternative approaches if applicable, develop, distribute and execute test plans. Also perform documenting all pertinent bug information and ensuring that the bug has been fixed. Report activity and appropriate defects description and experience in relational database like Sq Lite, MySQL, etc

3. **Computer Application trainer (September 14, 2010 - March 14, 2011)**

Institute Of paramedical technology, Sylhet
Company Location : Sylhet
Department: Computer

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
BSc Engr in Computer	Computer Science & Engineering	Shahjalal University of Science & Technology	CGPA:3.33 out of 4	2011	4 years	-
HSC	Science	BAF Shaheen College, Jessore	CGPA:5 out of 5	2006	2 years	Board Scolarship on HSC result,2006
SSC	Science	BAF Shaheen College, Jessore	CGPA:4.75 out of 5	2004	-	Board Scolarship at 8th, 2002

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA (Not appeared in Vendor Certification)	Routing, Switcing	CSL Training Institution, Dhaka	Bangladesh	Dhaka	2016	3 months

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 60000
Expected Salary : Tk. 20,000
Preferred Job Category : IT/Telecommunication, Customer Support/Call Centre
Preferred District : Dhaka, Jessore, Khulna, Sylhet
Preferred Organization Types : Telecommunication, IT Enabled Service, Computer Hardware/Network Companies, Multinational Companies

Specialization:

Fields of Specialization	Description

- C/Turbo C
- LAN/WAN
- Switches/Routers
- Printer Servers
- Wireless
- IT operations
- Project Management

Extra Curricular Activities:

1. Champion in the Inter-Division Debate Competition 2005. 2.Won 'Best Student- Extra-curricular activities' in 2005. 3. Finalist at 'Notun Kuri' for Lok-Nritya in Junior Group. 4. Divisional Champion in Classical Dance,2002 5. Hosted programs as an Anchor. 6. Ex- member at Shikorh-SUST.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

Personal Details :

Father's Name	: Md. Moniruzzaman Chowdhury
Mother's Name	: Turani Chowdhury
Date of Birth	: September 17, 1989
Gender	: Female
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: House#3,Puratan Kasba, Kaji Para, Abu Taleb Sarak, Jessore.
Current Location	: Dhaka

Reference (s):

Name	: Prof. Dr. MD. Zafor Iqbal
Organization	: SUST, Sylhet, Bangladesh.
Designation	: Head ,EEE
Address	: SUST, Sylhet, Bangladesh.
Phone (Off.)	:
Phone (Res.)	:
Mobile	: 01711339436
EMail	: mzi@sust.edu
Relation	: Academic