Applied For: **IT Executive (Sylhet)**

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MD.ARIFUL ISLAM

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Career Objective:

enter in a well reputed organization in a suitable position having the intention to work with honesty, sincerity and take greater responsibilities and ensuring to work with efficiency and with to face the challenge and to gain skill for successful Co

Career Summary:

¬ Working (April-2015 –Present) As a IT OFFICER at European Standard School, H-31/A, R-08, Dhanmondi, Dhaka-1206.
¬ Worked (Octo-2014 –March 31,2015) As a IT OFFICER at AT FRIGHT INTERNATIONAL LTD. H-153, R-04, New DHOS, Mohakahli, Dhaka-1206.
¬ Worked 1 years (October, 2009 to May 2010) Sales and Hardware Department in Informatics Ltd.(Computer and Electronics), 121/1, IDB Bhaban,

Special Qualification:

1. Computer Hardware & Trouble Shouting & All kind of Software Install.
3. Networking
4. Microtick Router Setup & Maintaining
5. LAN, Sharing – File, Printer, Scanner & Solving Trouble

Employment History:

Total Year of Experience : 5.2 Year(s)

1. **IT OFFICER (October 1, 2015 - Continuing)**

   EUROPEAN STANDARD SCHOOL
   Company Location : DHANMONDI
   Department: IT
   Duties/Responsibilities:
   1. Installing and configuring computer hardware, software, systems, networks, printers and scanners
   2. Assisting teachers through composing work sheet, question papers, various notices.
   3. Maintain, and troubleshoot printers/copiers as well as manage toner requests.
   4. Planning and undertaking scheduled maintenance upgrades of softwares.
   5. Provide technical support for all workshops, meeting and events (as and when needed).
   6. Solving password problems, investigating, diagnosing and solving computer software and

hardware faults
7. Repairing equipment and replacing parts (as much as possible)
8. Maintaining records of software licences and updating them as required.
9. Provide procurement assistance in terms of purchasing IT/Computer related products.
10. Managing stocks of equipment, other supplies related to IT section in coordination with supervisor and admin officer.
11. Tracking ongoing campus activities and collecting materials from campuses accordingly for uploading them on school website.
12. Monitor, maintain and troubleshoot network to ensure network functionality and availability to all system users.
13. Supporting other campus computer related problems as and when required.
14. Supporting other campus IT related works in absence of respective IT Officer.
15. Assisting Admin Officer in preparing various reports.
16. Tracking necessary emails for admin officer/campuses and sending those accordingly to the Admin Officer.
17. Sending various emails to head office/other campuses as per requirement.
18. Preparing, maintaining, updating student database.
19. Preparing, maintaining and updating teacherÆ—Ä´s contact numbers.
20. Preparing ID by Cards and sending bulk sms as and when required. 21. CCTV NVR DVR Maintenance 22. Controlling Microtick Router & maintenance PABX .

2. **IT OFFICER (October 1, 2014 - February 28, 2015)**

   AT FRIGHT INTERNATIONAL LTD
   Company Location : H-153, R-04, New DHOS, Mohakahli, Dhaka-1206.
   Duties/Responsibilities:
   Maintaining Computer Problem, Write and send-receive Email.
   process Bill of Consignee.

3. **Hardware Engineer cum Sales Executive (October 1, 2009 - June 11, 2011)**

   Informatics Ltd.(Computer and Electronics),
   Company Location : 121/1, IDB Bhaban, Arargaon,Dhaka-1207.
   Department: sales and Servicing
   Duties/Responsibilities:
   Solving Computer Problem, sale Computer and it accessories. Service Client Problem in Office or Home

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MSc in CSE	Computer Science & Engineering	Islamic University	Appeared	2017	1	-
B.Sc. in EETE	Electrical, Electronics and Telecommuniacation Engineering	Dhaka International University	CGPA:3.57 out of 4	2013	2010 to 2013	I achived from here of Electrical, Electronics & Telecommunication knowledge.
Diploma in Computer Engineering	Computer	Comilla Polytecnic Institiute	CGPA:2.91 out of 4	2008	2010 to 2013	I achived from here of Computer related knowlage.
Secondary School Certificate	Science	Model Academy	CGPA:4 out of 5	2004	10 Years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Machine Maintainance	Electrical House wiring, Star delta motor connection, burning coil.	Bangladesh Korea Technical Institute	Bangladesh	Dhaka	2012	6 Months
Industrial Attachment Training Program	1) Hardware 2) Use of Internet 3) Networking	Maa Institute of IT	Bangladesh	Zakir hossain Road, Mohammadpur, Dhaka-1207.	2008	12 Weeks

Career and Application Information:

Looking For	:	Entry Level Job
Available For	:	Full Time
Expected Salary	:	Tk. 15,000
Preferred Job Category	:	Engineer/Architect, IT/Telecommunication
Preferred District	:	Anywhere in Bangladesh.
Preferred Country	:	Malaysia, Qatar, Saudi Arabia, United States, Bahrain, Kuwait, Oman, Switzerland
Preferred Organization Types	:	Banks, Telecommunication, IT Enabled Service, ISP, Computer Hardware/Network Companies, Engineering Firms, Hotel, Travel Agent, CNG, Electronic Equipment/Home Appliances, Call Center, Cement Industry

Specialization:

Fields of Specialization
• Hardware & Networking • MS Word/ Excel/ PowerPoint/ OneNote

Extra Curricular Activities:

1) Computer Hardware & Trouble Shouting 2) Operating System: Windows XP, Windows 7,Windows 8, 10 3) Networking 4) Knowledge of CCNA and basic knowlage of Server 2012r 5) Good knowledge use of Internet 6) Good Type Speed (English & Bangla). 7) MS-Office 8) Adobe Photoshop 9) Basic Knowledge of Programming C, SQL, HTML, CSS, JavaScript 10) Knowledge of Electrical wiring, 11) Id Card Printing 12) Operate Projector or Sound system.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	Medium

Personal Details :

Father's Name	:	Md.Babul Mia
Mother's Name	:	Amena Khatun
Date of Birth	:	November 16, 1989
Gender	:	Male
Marital Status	:	Unmarried

Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Vill- Narayanshar, Post- Khalakocua, P.O-Burichang, Dis-Comilla.
Current Location	: Cumilla

Reference (s):

Name	: SHARIQUL ISLAM
Organization	: Huawei Technologies Ltd
Designation	: Technical Officer
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