

Last Updated : **October 29, 2018**

MD.HAFIZUR RAHMAN

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Career Objective:

I intend to join a prestigious organization which will be surely benefited by my abilities and give me feedback, recognition, achievement, pleasure and wealth on basis of my skills and capabilities.

Employment History:

Total Year of Experience : 7.0 Year(s)

1. IT & Payroll Officer. (January 1, 2013 - Continuing)

IMPRESSIVE GROUP.

Company Location : J.R Casero Tower (Floor- 5th, 7th, 8th), 46, Mohakhali, C/A, Dhaka-1212

Department: HR & Admin

Duties/Responsibilities:

1. Provide IT support to end user for their desktops, laptops, scanners, printers and all other network devices.
2. Install and configure computer hardware operating systems and applications.
3. Maintenance of CCTV, Attendances & Access control Device and other IT equipment.
4. Company user's mail configuration in Microsoft outlook & web mail etc.
5. Operate HR Management & Payroll Software.
6. Operate the Production Software.
7. Maintenance the local LAN, E-mail & Wi-Fi.
8. Other IT related job as per management requirement.
9. Prepared All Kinds of Report & Documents as Per Management Requirement.

2. IT Officer. (March 4, 2012 - November 19, 2012)

Hall-Mark Group

Company Location : Nondokhali, Tatuljhora, Hemayetpur, Savar, Dhaka

Department: Admin.

Duties/Responsibilities:

Jibika HR Management & Payroll

Software maintenance.

Worker File Entry In Attendance Software & ID Card Printing.

Day By Day Attendance Report Generate .

Monthly Payroll Generate.

Maintenance the local LAN.

All kinds of IT related jobs.

3. Computer Operator. (October 1, 2011 - March 3, 2012)

AKH Stitch Art Ltd.(A sister Concern Of AKH Group).

Company Location : Holding#01,Plot#01,Beribandh,Mohammadpur,Dhaka.

Department: Admin

Duties/Responsibilities:

Access Server Manager, HR Management & Payroll

Software maintenance.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Science (BSc)	Computer Science & Engineering	Northern University Bangladesh	CGPA:2.71 out of 4	2018	4 Years.
Diploma-In-Engineering	Computer Technology	Naogaon Polytechnic Institute	CGPA:3.44 out of 4	2011	4 Years.
SSC	Science	Dashnagar Molongsah Dakhil Madrasah	CGPA:4.33 out of 5	2007	2 Years.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Web Design		BASIS Institute of Technology & Management (BITM)	Bangladesh	Dhaka	2018	3 Month
Cisco Certified Network Associate(CCNA)		Triangle services	Bangladesh	Dhaka	2010	3 Month

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 22000
Expected Salary : Tk. 14,000
Preferred Job Category : IT/Telecommunication
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Telecommunication, IT Enabled Service, ISP, Computer Hardware/Network Companies, Pharmaceuticals, Group of Companies, Garments Accessories

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Adobe Photoshop/ Illustrator• Cisco• LAN/ WAN• MS Word/ Excel/ PowerPoint/ OneNote• Windows 2000/ 2003 Server(s)• Windows XP/ 2000/ ME/ 98

Language Proficiency:

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

Personal Details :

Father"s Name : Md.Momotaz Uddin
Mother"s Name : Hasina Banu
Date of Birth : January 25, 1992
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill+Post: Dashnagar(6530)P.S:Patnitala,Naogaon
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Prof:AKM Anwarul Islam	Prof:Dr.Sohely Rahman
Organization	: BSMMU(Ex PG Hospital)	Dhaka Medical Collage &Hospital
Designation	: Professor of Urology Dept:	Prof&Head of Physical Medicine Dept:
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Relation	: Relative	
