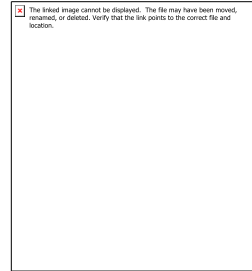


Applied For: **IT Executive (Sylhet)**

Last Updated : **October 6, 2017**

MD.HARUNUR RASHID

Address: Hose# 468.(L-6),Road# 31,Mohakhali DOHS, Dhaka-1206
Home Phone: 01776911973
Office Phone :9860763
Mobile : 01737763108
email:raowaitharun@gmail.com, neamatullah@live.com



Career Objective:

Built a challenging career in a organization

Career Summary:

I have extensive knowledge on MS -Word , MS -Excel Power point, ERP Software. Background in constructing, maintaining and troubleshooting in hardware related problems and other official work.

Special Qualification:

Modern Office Management and Computer Application Course

Employment History:

Total Year of Experience : 5.8 Year(s)

1. Office -Executive (January 1, 2013 - Continuing)

RAOWA Club

Company Location : Mohakhali Dhaka

Department: Admin, Gen Management,Office Management & IT etc

Duties /Responsibilities:

Front office management

Look after office admin

Look after HR

office file, record keeping

documentation reserve

all works of office secretary

assist top management

drafting, memo writing

CV Selection

interview call

Recruitment, selection

Managing Front Office guest, visitors

attend meeting, outdoor meeting, seminar, fair & others

front office administration

Guest entertainment

Handling walk-in clients, Visitors

Tele sales cum customer service
 front office management
 after sales service
 customer relation developments
 Channeling incoming phone calls
 Computer and/PABX management
 Courier/mail handling
 Office coordination
 Maintaining Manual Attendance Register
 Update Phone List of all Employees
 Any other task if any assigned by supervisor Management
 To attend corporate affairs, Department daily work monitoring.
 daily appointment fix up
 receiving & delivering letters, drafting, replying the customer/guests & Other queries,
 communicate with others dept, mail checking & replying
 front desk Customer handling
 client entertainment
 business developments
 letter issue
 communicate with govt. or private agency's
 register maintain
 In out register maintain &
 others related works
 daily reporting department head
 others
 Manage Network , Website maintain , CCTV and other official work.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MSc	Botany	National University	Second Class	2008	2007-2008
Bachelor of Science (BSc)	Biology	National University	Second Class	2007	4
HSC	Science	Saydpur Govt Technical College	Second Division	2003	3
SSC	Science	Jashihat High School	First Division	1999	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
PGD (Post Graduate Diploma) in Computer Science		IDB-BISEW	Bangladesh	Dhaka	2012	1.6 Year
Modern Office Managment & Computer Application Course		Ministry of Youth ,Games & Sports	Bangladesh	Dinajpur	2007	3 months

Professional Qualification:

Certification	Institute	Location	From	To
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Post Graduat Diploma in Networking (PGD)	IDB-BISEW	Dhaka	January 1, 2011	December 31, 2011
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Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Education/Training, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Antigua, Saudi Arabia, Afghanistan, Argentina, Aruba, Australia, Oman
 Preferred Organization Types : Banks, Manufacturing (FMCG), College, Training Institutes, Advertising Agency, IT Enabled Service, NGO, Multinational Companies, Audit Firms /Tax Consultant, Airline, Agro based firms (incl. Agro Processing/Seed/GM), Clinic

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Medium	Medium

Personal Details :

Father's Name : Md.Hamidur Rahman
 Mother's Name : Most.Anowara Begum
 Date of Birth : February 10, 1983
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill-Teroania, Post-Jashi hat,P/s-Parbatipur,Dist-Dinajpur
 Current Location : Dhaka

Reference (s):

Name : Wg Cdr Md. Hasan Masud,psc
 Organization : RAOWA
 Designation : Joint Secretary
 Address : RAOWA VIP Road Mohakhali DOHS
 Dhaka-1206
 Phone (Off.) :
 Phone (Res.) :
 Mobile : 01612391390
 EMail :
 Relation : Relative