

Last Updated : **October 25, 2018**

MD:KAMRUZZAMAN

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Career Objective:

A highly versatile IT professional with a litany of professional certifications & trainings to credit and 4+ years of brilliant track record of handling high end IT department and networking system.

Career Summary:

To pursue a challenging carrer in leading organization that offers opportunities for utilizing one`s skill towards the growth of the organization.

Special Qualification:

Website Design

Employment History:

Total Year of Experience : 4.4 Year(s)

1. MIS Specialist (November 1, 2018 - Continuing)

BRAC

Company Location : Cox`bazar, Bangladesh

Department: Procurement Department

Duties/Responsibilities:

Install and configure computer hardware operating systems and applications.
Troubleshooting all IT relevant issues of user requirements if different OS like Windows 7, Windows 8, Windows 10 and others OS . Help users through a series of actions, either face to face or over the telephone to help set up systems or resolve issues. Troubleshoot system and network problems and diagnosing and solving hardware/software faults.
Setting up new user accounts and profiles and dealing with password issues. Provide timely technical support for users and work with them to solve existing problems.
Installing, configuring and Maintain IP Phone and time attendance Machine/ access control systems. Develop the idea, plan, setup and implementation of LAN Networks (Internetwork Connectivity) for and through all the offices. Plan strategies, develop policies and also the implementation of these in order for development of the respective department and also work through integration with all the departments. Good verbal, written and interpersonal communication skills to interact with team members, senior support personnel, high level personnel and customers. Monitor and ensure day to day IT operation is running smoothly. Data Entry in BRAC Procurement Management System Software.

2. Junior Executive (IT) & CCTV Operator (August 1, 2018 - October 31, 2018)

Micro Fibre Group

Company Location : Fatullah, Narayanganj, Dhaka.

Department: Admin Department

Duties/Responsibilities:

Install and configure computer hardware operating systems and applications. Troubleshooting all IT relevant issues of user requirements if different OS like Windows 7, Windows 8, Windows 10 and others OS . Help users through a series of actions, either face to face or over the telephone to help set up systems or resolve issues. Troubleshoot system and network problems and diagnosing and solving hardware/software faults. Setting up new user accounts and profiles and dealing with password issues. Provide timely technical support for users and work with them to solve existing problems. Respond within agreed time limits to call-outs. Installing, configuring, Monitor & Maintain IP CC-Camera, NVR and DVR System. Installing, configuring and Maintain IP Phone and time attendance Machine/ access control systems. Develop the idea, plan, setup and implementation of LAN Networks (Internetwork Connectivity) for and through all the offices. Plan strategies, develop policies and also the implementation of these in order for development of the respective department and also work through integration with all the departments. Good verbal, written and interpersonal communication skills to interact with team members, senior support personnel, high level personnel and customers. Monitor and ensure day to day IT operation is running smoothly.

3. ICT Instructor (November 1, 2017 - July 30, 2018)**Taleb Ali Mats**

Company Location : 175,R.K. Mission Road, sadar, Mymensingh

Department: Administration

Duties/Responsibilities:

Teaching, Computer Operator etc

4. Sub-Assistant Manager (IT) (July 1, 2014 - October 15, 2017)**PRAN-RFL GROUP**

Company Location : Middle Badda,Dhaka

Department: DPL DISTRIBUTION

Duties/Responsibilities:

Install and configure computer hardware operating systems and applications. Troubleshooting all IT relevant issues of user requirements if different OS like Windows 7, Windows 8, Windows 10 and others OS . Help users through a series of actions, either face to face or over the telephone to help set up systems or resolve issues. Troubleshoot system and network problems and diagnosing and solving hardware/software faults. Setting up new user's accounts and profiles and dealing with password issues. Provide timely technical support for users and work with them to solve existing problems. Respond within agreed time limits to call-outs. Installing, configuring, Monitor & Maintain IP CC-Camera, NVR and DVR System. Installing, configuring and Maintain PABX Phone, IP Phone and time attendance Machine/ access control systems. Develop the idea, plan, setup and implementation of LAN Networks (Internetwork Connectivity) for and through all the offices. Plan strategies, develop policies and also the implementation of these in order for development of the respective department and also work through integration with all the departments. Good verbal, written and interpersonal communication skills to interact with team members, senior support personnel, high level personnel and customers. Monitor and ensure day to day IT operation is running smoothly. Microsoft Office Word, Excel, Power Point & Microsoft Outlook. RFL sales software. Delar Maintains &Visit. Products Sales Returns by Management decision. Delivery Schedule Work. Work with Undelivered Products. Stock Wise Products Delivery. Transport Section Maintains. Accountants etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma in computer	Computer	Comilla Polytechnic Institute [Foreign Institute]	CGPA:3.18 out of 4	2014	4 years
SSC	Business Studies	Bijoypur High School	CGPA:4.69 out of 5	2009	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Network & Hardware	Hardware & Networking with Server 2008	Optimal IT Solution	Bangladesh	Dhaka	2012	6 months

Professional Qualification:

Certification	Institute	Location	From	To
Diploma -in-Engineer	Comila Polytechnic Institute	Comilla	September 29, 2009	April 10, 2014

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 16000
 Expected Salary : Tk. 18,000
 Preferred Job Category : Education/Training, IT/Telecommunication, Data Entry/Operator/BPO, Data Entry/Computer Operator
 Preferred District : Chattogram, Cumilla, Dhaka
 Preferred Country : Greece, India, Japan, Malaysia, Qatar, Saudi Arabia, Canada, Kuwait, Oman, Singapore
 Preferred Organization Types : Investment/Merchant Banking, IT Enabled Service, Computer Hardware/Network Companies, NGO, Multinational Companies, Public Relation Companies, Engineering Firms, Garments, Electronic Equipment/Home Appliances, Group of Companies, Furniture Manufacturer, Developer

Language Proficiency:

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

Personal Details :

Father"s Name : Md.Harunur Rashid
 Mother"s Name : Fatema Begum
 Date of Birth : December 30, 1993
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Bijoypur,Shahrasti,Chandpur
 Current Location : Narayanganj

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md.Shahin Mahmud	Muhammad Abul Bashar
Organization	: Hatim-Group	MEP Group
Designation	: DO Section	Assistant Manager (Accounts & Finance) Costing
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Relation	: Professional	Relative
