

Last Updated : **December 28, 2018**

## **MD RUZEN SHAIKH**

Address: House-147, Road-06, Block-F, Section-11, Journalist R/A, ,  
-1216, Mirpur TSO, Mirpur, Dhaka 1216  
Home Phone: 01844191330  
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### **Career Objective:**

Willing to build up career in a challenging position and to prove myself as a quick learner & highly energetic person to face any challenge in the professional sector where the contribution will be acknowledged, if would be given an opportunity.

### **Career Summary:**

To work in a professional environment where there is an opportunity for self-assessment and self-improvement in both individual and group based activities for facing critical challenges with devoting integrity.

### **Special Qualification:**

MS-Office Application, Internet Browsing, Bangla & English typing (30-40),HTML,CSS,SEO,Windows(7-10),hardware & networking troubleshooting,LAN configuration,router & switch configuration,mikrotik router configuration,FTP server configuration.

### **Employment History:**

**Total Year of Experience : 4.4 Year(s)**

#### **1. Junior Executive ( January 1, 2017 - Continuing)**

##### **Shakti Foundation for Disadvantaged Women**

Company Location : House-04, Road-27, Block-J, Banani Dhaka-1213, Bangladesh.

Department: ICT

##### **Duties/Responsibilities:**

- Laptop and Desktop Hardware Troubleshoot & Maintenance.
- Laptop and Desktop Application Software Troubleshoot.
- Head Office and Branch Office User Supports.
- Support at user end.
- Printer Repair and Maintenance.
- Other's Duty as Per Assign by Supervisor.

#### **2. Executive IT ( August 1, 2016 - December 31, 2016)**

**Zen International Limited ( I-Group )**

Company Location : Sobhanbag, Plaza A.R, Mirpur Road, Dhaka.

Department: Hardware & Networking

**Duties/Responsibilities:**

- # Laptop and Desktop Hardware and Application Software Troubleshoot.
- # New Laptop & Desktop Computer Configuration.
- # Head Office and Branch Office User Supports.
- # Printer Troubleshoot.
- # Support at user end.
- # Other's Duty as Per Assign by Supervisor.

**3. IT Executive ( February 16, 2015 - June 30, 2016)****AL AZIMA IT**

Company Location : 112/2 Senpara parbata, Begum rokeya sharani, Mirpur- 10.

Department: IT Department

**Duties/Responsibilities:**

I did work in ICT Ministry of Learning & Earning Development Project.

- # Provide Digital Literacy Training.
- # Social Networking.
- # Website Management.
- # Prepare the learning environment and resources, including setting up IT equipment where appropriate.
- # Ensure that the learning environment and resources support learner needs.
- # Evaluate the effectiveness of training programmes and learning outcomes.
- # Maintain appropriate records of learner development and resource allocation.
- # Other's Duty as Per Assign by Supervisor.

**4. Executive officer ( July 1, 2014 - January 31, 2015)****Dhaka CentreNIC IT Ltd**

Company Location : House#34, 11 sonargaon janapath, Dhaka 1230

Department: outsourcing department

**Duties/Responsibilities:**

- # Working on oDesk & Freelancer.
- # Provide Digital Marketing Training.
- # Website Management.
- # Ensure that the learning environment and resources support learner needs.
- # Maintain appropriate records of learner development and resource allocation.
- # Other's Duty as Per Assign by Supervisor.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Diploma in Computer Engineering	Diploma in Computer Engineering	Pabna Polytechnic Institute, Pabna	CGPA:3.16 out of 4	2014	4 years	Diploma in Computer Engineering
SSC	Humanities	Krishnodia Raisa Obayed High School	CGPA:4.56 out of 5	2010	2 years	SSC

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
IT Maintenance and Servicing	1.PC maintenance & Hardware troubleshooting. 2.Networking ( LAN configuration, WAN configuration, SWITCH Configuration, Router Configuration, FTP server configuration also Mikrotik Router Configuration )	Bangladesh Institute Of information Technology( BIIT )	Bangladesh	Mofiz paglar more, Bogra sadar, Bogra	2016	6 month
Website Design and Development Based on PHP 5.0 & MySql	Web Design And Development, Search Engine Optimization, Practical Project , Outsourcing etc.	Optimal IT Limited	Bangladesh	1st Floor 1/17 Humayun Rd Dhaka 1207	2014	6 month
Web Design & Development	HTML,CSS,PHP5,MySql	One Tech Computer Institute	Bangladesh	Pabna Sadar, Pabna	2012	6 month

### **Professional Qualification:**

Certification	Institute	Location	From	To
IT Maintenance and Servicing	Bangladesh Institute Of information Technology( BIIT )	Mofiz paglar more, Bogra sadar, Bogra	February 8, 2016	August 16, 2016
Website Design and Development Based on PHP 5.0 & MySql	Optimal IT Limited	1st Floor 1/17 Humayun Rd Dhaka 1207	August 1, 2014	November 30, 2014
Web Design & Development	One Tech Computer Institute	Pabna Sadar, Pabna	December 1, 2012	December 7, 2012

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 22000  
 Expected Salary : Tk. 18,000  
 Preferred Job Category : Education/Training, IT/Telecommunication, Customer Support/Call Centre  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : Netherlands, New Zealand, Poland, Australia, Austria, Belgium  
 Preferred Organization Types : Telecommunication, Training Institutes, Software Company, IT Enabled Service, ISP, Computer Hardware/Network Companies, NGO, Engineering Firms, Developer

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• WordPress</li> <li>• Web Services</li> <li>• MS Word/ Excel/ PowerPoint/ OneNote</li> <li>• CSS</li> <li>• HTML/ DHTML</li> <li>• LAN/ WAN</li> <li>• Windows Administration</li> <li>• Network Engineering</li> <li>• IT Support Service</li> </ul>	<p>Office Program: (MS-Office, MS-Excel, MS-Access, Power Point), E-mail &amp; Internet Browsing, also good typing speed Bangla &amp; English (30-40).</p> <p>Web application: HTML, CSS, PHP, Mysql, SEO &amp; SMM Specialist.</p> <p>Operating System: Windows (XP, 7, 8, 10), Linux.</p> <p>Hardware &amp; Networking: Any kinds of computer hardware troubleshooting, problem solving, LAN network configuration, router &amp; switch configuration, mikrotik router configuration, FTP server configuration.</p>

### **Language Proficiency:**

Language	Reading	Writing	Speaking
english	High	High	Medium

**Personal Details :**

Father"s Name : Md. Abus Salam Shaikh  
Mother"s Name : Most. Ranuka Khatun  
Date of Birth : October 5, 1994  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill : Matikora Post : Boaliarchar P.S : Raygonj Dist : Sirajgonj,  
Raiganj, Sirajganj  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md Samiul Alam	Abdullah-Al Masud
Organization	: Bangladesh Institute ofnInformation Technology.	Pabna Polytechnic Institute, Pabna
Designation	: Instructor ( Computer )	Instructor ( Computer )
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Relation	: Relative	Academic

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