

Last Updated : **February 10, 2016**

MD. ABDUR RAHMAN

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Career Objective:

To pursue a more challenging job in a dynamic and esteemed organization where I will be able to work in any kind of situation with full efforts to utilize my knowledge, skills and experience for my professional career development

Career Summary:

Ability to work well with a team or independently and have excellent written and verbal communication skills. Ability to pay attention to details with strong analytical skills along with a positive attitude and enthusiastic personality. Ability to manage several tasks at once in a fast-paced environment while staying organized and proficient. Ability to understand and manage daily campaign.

Special Qualification:

Goal oriented and team player as well as ability to work independently. Good communications skill. Ability to work under stress and for long hours. Can cope easily with different people and environments. Capable of leading people.

Employment History:

Total Year of Experience : 8.0 Year(s)

1. **IT Officer (Hardware & Network) (January 1, 2011 - Continuing)**

Pretty Group

Company Location : House # 31, Road # 10, Sector # 6, Uttara, Dhaka.

Department: IT

Duties/Responsibilities:

Here my job responsibilities

• Capable to setup and maintain company's computer network system which includes, LAN and WAN, VPN, Wireless Router, e-mail, Internet, Printer etc.

• Network maintenance and troubleshooting.

• Software maintenance and troubleshooting.

• Hardware maintenance and troubleshooting.

• Experience of handling & Troubleshooting of IP Camera, CCTV, Video Conferencing Equipment, Finger Attendance & Access control Device.

• Receive complain and guide the 60th user to solve the problem over phone or visit.

• Operation and administration of Company Servers in Windows and Linux OS, Computers, Networks

• Updating inventory of all hardware, software, networking components and maintaining proper documentation.

• ERP System operation and flow up.

• Monitoring and ensure day to day IT operation is running smoothly.

• Monitoring and manage the security of IT Operations.

• Mail Server manage and create user ID and user password of company requirement wise.

• Backup of all company data and user mail of company requirement wise.

• Company user mail configure in windows outlook express, Office outlook express.

• Daily and Monthly attendance reports generate using of company existing software.

• Monthly Salary making using existing software.

• Prepare daily report and send this report to your concerned department Head.

• Responsible for checking the quality of equipments/material purchased along with the warranty status.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|------------------------|--------------------------------|-----------------------------------|--------------------|----------|----------|
| B.Sc in CSE | Computer Science & Engineering | Dhaka International University | CGPA:3.5 out of 4 | 2013 | 4 Years |
| Diploma In Engineering | Computer | Potuahkali Polytechnic Institute. | CGPA:3.55 out of 4 | 2008 | 4 Years |
| SSC Exam | Science | B S High School | CGPA:3.94 out of 5 | 2004 | 10 Years |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|---|-------|--|------------|---|------|----------|
| Hardware & Networking with Windows Server 2003/2008 | | Blooming Bud Information Technology (BBIT) | Bangladesh | 126, Elephant Road (2nd floor), Dhaka-1205. | 2007 | 3 Months |

Professional Qualification:

| Certification | Institute | Location | From | To |
|--------------------|--|---|------------------|------------------|
| CCNA | IT Bangla, | Chattagram Bhaban (3rd floor), 32, Topkhana Road, | November 1, 2012 | January 31, 2013 |
| Redhat Linux | Blooming Bud Imformation Trchnology (BBIT) | 126, Elephant Road (2nd floor), Dhaka-1205. | March 1, 2012 | May 31, 2012 |
| Hardware & Network | Blooming Bud Imformation Trchnology (BBIT) | 126, Elephant Road (2nd floor), Dhaka-1205. | January 1, 2009 | April 15, 2009 |

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 25000
 Expected Salary : Tk. 16,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Malaysia, Qatar, Australia, Canada, France, South Korea, Spain, Swaziland
 Preferred Organization Types : Banks, Insurance, Telecommunication, University, Software Company, ISP, Computer Hardware/Network Companies, Multinational Companies, Engineering Firms, Hospital, Group of Companies

Specialization:

| Fields of Specialization | Description |
|--|--|
| <ul style="list-style-type: none"> • HTML/ DHTML • LAN/ WAN • Linux • Windows 2000/ 2003 Server(s) • Windows XP/ 2000/ ME/ 98 | <p>Operating System :WINDOWS 2000, XP, Windows Vista, Windows-7,MS-DOS & LINUX-5.5</p> <p>Programming Concept : Microsoft Visual Basic 6.0, C, Macromedia Dreamweaver 8 (PHP, HTML,).</p> <p>Software & hardware : Microsoft Office Suite Latest Version (MS Word, MS Excel, Power & FrontPage. Point), Graphics and designing software like Adobe-Photoshop-CS2 & Adobe- Illustrator CS2, Ulead Video Editing & Hardware and Software Installation.</p> <p>Networking : Setup Linux system administration, Maintenance and Troubleshooting of LAN System.</p> <p>Internet : Sound knowledge and sufficient experience in Web Browsing, Scanner, E-mail handling and Internet Communication.</p> |

Extra Curricular Activities:

Good at interpersonal and communication skill. Extremely well organized. Warm, friendly and have the ability to easily interact with people at all levels. Ability to work under pressure in a competitive environment Self driven, result oriented and dynamic Good coordination skill. Strong customer focus with good interpersonal skills and cultural sense.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Nurul Islam Akon
Mother"s Name : Amina Begum
Date of Birth : March 1, 1988
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Showla, P.O: Vhuria, P.S+Dis: Patuakhali.
Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|--|--|
| Name | : M.A Salam | Md. Faruque Ahmed |
| Organization | : Suruj Miah Group of Industries. | Director |
| Designation | : Advisor | Blooming Bud Information Technology |
| Address | : Sena Kolyan Bhaban, 195, Motijheel, Dhaka-1000. | 126, Elephant Road, Dhaka |
| Phone (Off.) | : | |
| Phone (Res.) | : | |
| Mobile | : 01755531001 | 01711536568 |
| EMail | : | |
| Relation | : Professional | Academic |
