

Last Updated : **January 31, 2018**



## **MD. ASHFAQ HOSSAIN**

Address: Flat No- 06(A), Plot No- 59 & 60, Road No- 03, Section- 03,  
Rupali Housing, Shah Ali Thana, Mirpur, Dhaka- 1216  
Mobile : +8801911749577  
email:ashfaq\_minhaz21@yahoo.com, ashfaq.minhaz@gmail.com

### **Career Objective:**

To obtain technical and engineering position and to face the challenges of 21st century by best utilizing talents, skills, power and knowledge.

### **Special Qualification:**

Special training on CCNA (Vendor Course) from Daffodil International University and 3 Month long internee Experience on Information Technology Department from EXIM Bank Ltd. (Head Office) with good working Knowledge and confidence also.

### **Employment History:**

**Total Year of Experience : 6.0 Year(s)**

#### **1. Manager- IT ( February 5, 2017 - Continuing)**

##### **BURO Bangladesh**

Company Location : Dhaka Metropolitan Zone, House No- 13 (2nd Floor), Road No- 17, Block No- D, Banani, Dhaka- 1213

Department: Information Technology Department

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

1. Performing Daily System Monitoring and Managing IT and Computer Systems
2. Design, Developing, Implement and Coordinate Systems, Policies and Procedures
3. Planning, Organizing, Controlling and Evaluate IT and Electronic Data Operations
4. Identify Problematic areas and Implement strategic Solutions in time
5. Ensure Security of Data, Network Access and Office Backup Systems
6. Maintaining Server and BURO Software
7. Developing and Maintaining Website
8. Installing and Maintaining the LAN

#### **2. Executive ( May 2, 2015 - February 4, 2017)**

**kazal Brothers Limited**

Company Location : Dr. Nawab Ali Tower (6th Floor), 24 Pura Paltan, Dhaka 1000.

Department: IT & MIS

**Duties/Responsibilities:**

1. Installing and Configuring computer hardware, operating systems and applications
2. Monitoring and Troubleshooting computer systems and networks (i.e. LAN/WAN, Switch, Hub, Access Point, Router, PC, Server, Printer, UPS etc)
3. Replacing parts as required
4. Developing and Maintaining website
5. Monitoring and Maintaining Accounts software (Tally) and HR software (Payroll)
6. Installing and Maintaining CCTV System
7. Talking staff through a series of actions, either face-to-face or over the telephone, to help set up systems or resolve issues
8. Supporting roll-out of new applications, as well Testing and Evaluating new technology

**3. Executive (IT & ERP) ( April 27, 2013 - April 30, 2015)****LSI Industries Ltd**

Company Location : DEPZ (Extn Area), Savar, Dhaka.

Department: Information Technology Department

**Duties/Responsibilities:**

1. Provide support and Troubleshooting on system administration and Maintenance of Software, Hardware and network matters (i.e. LAN/WAN, Switch, Hub, Access Point, PC, Printer, Modem, CC Camera, etc)
2. Assist to Implement IT hardware/ Software and network requirements
3. Support ERP Application (SAP) User on Daily transactions
4. Monitoring Commercial and Inventory department in ERP Software
5. Monitoring Factory production a regular basis
6. Prepare daily, weekly and monthly reports and send to concerned persons in due time
7. Maintain office time, rules and regulations
8. Keep office neat and clean

**4. Internship ( October 18, 2012 - January 18, 2013)****EXIM Bank Ltd**

Company Location : Head Office, Symphony Tower, Plot- SE (F): 9, Road- 142, Gulshan Avenue, Dhaka- 1212.

Department: Information Technology Department

**Duties/Responsibilities:**

1. Troubleshoot computer and solved any types of problem of computer
2. Follow-up the network of the Head Office of that bank
3. Monitored all the Network security equipment and tools
4. Manage ISP Vendor relationships and services
5. Follow-up the Network (Network Drop) of all the branches
6. Prepare daily, weekly and monthly reports and send them in due time
7. Maintain office time, rules and regulations

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc.(Engineering)	Electronics and Telecommunication Engineering	Daffodil International University	CGPA:3.31 out of 4	2013	4 Years
HSC	Science	Tejgoan College, Dhaka	CGPA:2.6 out of 5	2008	2 Years
SSC	Science	Islamee Adarsha High School, Dhaka	CGPA:3.94 out of 5	2006	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA (Vendor Course)	Computer Networking	Daffodil International University	Bangladesh	Dhaka	2012	1 Year
4th National Conference On Communication & Information Security (NCCIS-2012)	Communication & Information Security	Daffodil International University	Bangladesh	Dhaka	2012	1 Day

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

Looking For : Entry Level Job  
Available For : Full Time  
Expected Salary : Tk. 20,000  
Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication, Mechanic/Technician  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization :  
Types

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>• Wireless</li><li>• Windows XP/ 2000/ ME/ 98</li><li>• WiFi/ Bluetooth</li><li>• Token Ring Network Designing</li><li>• Switches/ Routers</li><li>• MS Word/ Excel/ PowerPoint/ OneNote</li><li>• MS Visio</li><li>• LAN/ WAN</li><li>• Cisco</li><li>• Android</li></ul>	Software Competency: MATLAB, Packet Tracer, GNS 3, OPNET. Vendor Course: CCNA.

### **Extra Curricular Activities:**

Participation in Creative activities, Participation in various group works, Travelling, Music, Cricket.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High

### **Personal Details :**

Father"s Name : Md. Abdur Rahman  
Mother"s Name : Parvin Rahman  
Date of Birth : March 21, 1991  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Housing & Settlement, Building No- Kha, Room No- 19, Mirpur-2,  
Dhaka-1216  
Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md. Azmal Hossain	Dr. A.K.M Fazlul Haque
Organization	: EXIM Bank Ltd.	Daffodil International University
Designation	: Assistant Vice President	Professor and Department Head
		Department of Electronics and
		Telecommunication Engineering
Address	: Mirpur- 10 Branch, Dhaka.	(ETE), Daffodil International
		University
Phone (Off.)	:	9138234, 9138235 Ext-112
Phone (Res.)	:	
Mobile	: +8801911275794	+8801717-444211
EMail	: azmal_prz@yahoo.com	akmfhaque@daffodilvarsity.edu.bd
Relation	: Family Friend	Academic

---