Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : *August 21, 2017*

MD. ASHRAFUL ISLAM (ASHIK)

Address: 1307/C (Nest) , East Monipur , Begum Rokeya Sarani , Mirpur , Dhaka-1216.
Home Phone: 01916087838
Office Phone :01831708830
Mobile : 01718555445
email:ashikdpe@gmail.com, ashik1999@gmail.com

Career Objective:

To build up a career through a creative and challenging position in any field of Engineering, management, business or marketing where there would have been an opportunity to work with the people in a dynamic environment.

Career Summary:

Computer Engineering / IT Officer / Computer Operator / Data Entry Operator & Any Computer Related Job.

Special Qualification:

Computer Graphics , Computer Troubleshooting , Adobe Photoshop , Illustrator , Power Point , Internet browsing , installation windows XP / windows 2007 and other Software

Employment History:

Total Year of Experience : 9.7 Year(s)

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

   Dynamic Power Enginering
   Company Location : 581 , Kadir Complex (8th Floor) , Kazipara , Dhaka
   Department: IT Department
   Duties/Responsibilities:
   IT Sector Maintenance & email corresponding

2. **IT Officer (May 11, 2008 - December 10, 2010)**

   DHAKA EYE CARE HOSPITAL
   Company Location : 32, Rabindra Sarani , Sector # 04 , Uttara , Dhaka.
   Department: IT Division
   Duties/Responsibilities:
   IT Support

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.S.C in Computer	Computer Science & Engineering	Bangladesh University	CGPA:3.77 out of 4	2012	3 Years	IT & Hardware Training

Science & Engineering						
Diploma in Computer Engineering	Computer	Bogra Polytecnic Institute	CGPA:3.1 out of 4	2007	4 years	Email Corresponding , Trobleshooting , Data Entry
S.S.C (Voc)	Building Maintanace	Nurjahanpur R.M.C High School	CGPA:4.45 out of 5	2003	10 years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Networking , Trableshooting	Computer Operation	WEBLINK COMPUTERS	Bangladesh	Sherpur Road , Colony Bogra Near by VTTI	2007	6 Months

Professional Qualification:

Certification	Institute	Location	From	To
Diploma in Computer Engineering	Bogra Polytechnic Institute	Bogra	September 27, 2003	September 16, 2007

Career and Application Information:

Looking For   : Mid Level Job
Available For   : Full Time
Present Salary   : Tk. 25000
Expected Salary   : Tk. 15,000
Preferred Job Category   : IT/Telecommunication, Data Entry/Operator/BPO
Preferred District   : Bogra, Dhaka, Dinajpur, Rangpur
Preferred Country   : Singapore
Preferred Organization Types : IT Enabled Service, Engineering Firms, Garments

Specialization:

Fields of Specialization	Description
- Computer Operator - Data Entry Operator/Supervisor - Engineers - Computer Engineering - Computer Science/Engineering - Data Entry Supervisor - ICT - ICT for Development - IT Support Service - IT System Management	IT Officer

Extra Curricular Activities:

Database Management System (Library System) Practical Experience.

Language Proficiency:

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

Personal Details :

Father's Name	:	Late Azimuddin Mondol
Mother's Name	:	Most. Tosiron Nesa
Date of Birth	:	February 12, 1988
Gender	:	Male
Marital Status	:	Married
Nationality	:	Bangladeshi
Religion	:	Islam (Sunni)
Permanent Address	:	Village : Chadpara Bazar P.O : Hatshamgonj P.S : Ghoraghat Dist : Dinajpur.
Current Location	:	Dhaka

Reference (s):

Name	:	Engr. Shafiqul Islam
Organization	:	STAR ELEVATOR & ENGINEERING
Designation	:	Managing Director
Address	:	592 , East Kazipara , Mirpur , Dhaka -1216. .
Phone (Off.)	:	Phone : +8801735-570451
Phone (Res.)	:	01963622778
Mobile	:	01963622778
EMail	:	engr.shafiqlift@yahoo.com
Relation	:	Relative