

Last Updated : **November 6, 2018**

MD: ATIKUR RAHMAN

Address: Morkun -228, Monnonagore, Tongi, Gazipur.
Home Phone: +8801535494372
Office Phone :+8809666779977
Mobile : +8801727306483
email:atikur.rahman25@gmail.com



Career Objective:

I want to build up my career in Computer sector where there is an opportunity to work with people in an environment of passion and excellence, keeping in touch with the modern technology system and the vast world of communication technology.

Career Summary:

Achieving a dynamic and challenging job in an organization where I can use my technical and interpersonal skills, creativity and above all my learning experience in order to develop my career.

Employment History:

Total Year of Experience : 6.7 Year(s)

1. Junior Data Support Assistant (June 4, 2014 - Continuing)

STANDARD | GROUP

Company Location : Civil Engineers Bhaban 69, Mohakhali Commercial Area Dhaka-1212 Bangladesh.

Department: HRD (Human Resources Department)

Duties/Responsibilities:

1. ERP software system
2. Using Oracle data base software.
3. Monthly Salary slip process print.
4. Monthly Increment, Data entry, Special allowance entry and print by using Oracle data base software.
5. Hand bill, Excess over time sheet print.
6. Senior staff salary process and print
7. Employee Transfer and Promotion entry.
8. Maternity and Resign bill entry process and print.
9. Night bill Print
10. Pay slip print.
11. Provide IT supports to end user for their Desktop, Laptop, Network Connection, Scanner, Printer & Other IT assets as per company IT Policy.
12. Administer, maintenance and installing, configuring and PC , data based server, network cabling and Ethernet networks.
13. Hardware and Software installation.
14. Configure outlook/mail software and different type software to the user PC/ Workstation.

2. Computer operator (January 3, 2014 - June 1, 2014)

Circle BPO Inc

Company Location : Sector#6, Road#10, Uttora, Dhaka

Department: computer

Duties/Responsibilities:

1. Closely Production monitoring with production related people & buyer.
2. Have idea of human resource management.
3. Image capcar

3. computer operator (April 14, 2012 - January 1, 2014)**Intelligent Image Management Limited**

Company Location : House#200, Lane#2, New Dohs, Mohakhali Dhaka-1212

Department: HR

Duties/Responsibilities:

1. Microsoft Office (MS Word, MS Access, MS Excel, MS Power Point)
2. Data Entry Operator & Software Maintenance.
3. Raps Image/ Sensor project / On-line Medical entry Process and Print.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|------------------------------------|---------------------|--|--------------------|----------|----------|
| Diploma In Computer Engineering | Computer | Uttara Polytechnic Institute, Uttara, Dhaka-1230 | CGPA:3.36 out of 4 | 2012 | 4 Year |
| Secondary School Certificate (SSC) | Science | Shilmoon Abdul Hakim Master High School. | - | 2007 | 2 Year |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|-----------------------|--------------------|------------------|------------|--|------|------------|
| GRAPHICS DESIGN & PHP | GRAPHICS DESIGN | GENUITY TRAINING | Bangladesh | Sruty tower 7 Floors, Mirpur-2 ,Dhaka-1216 | 2011 | 6th months |
| Hardware & Network | Hardware & Network | GENUITY TRAINING | Bangladesh | Sruty tower 7 Floors, Mirpur-2 ,Dhaka-1216 | 2010 | 6th months |

Professional Qualification:

| Certification | Institute | Location | From | To |
|--|-----------------------------------|--|----------------|------------------|
| Data Entry Operating & Networking Software | STANDARD GROUP | MOHAKHALI | June 4, 2014 | November 4, 2014 |
| Data Entry Operating & Networking Software | Intelligent Image Management Ltd. | House#200 Lane#2 New DOHS Mohakhali Dhak | April 14, 2012 | October 15, 2012 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 17900
 Expected Salary : Tk. 12,000
 Preferred Job Category : Data Entry/Operator/BPO, HR/Org. Development, Data Entry/Computer Operator, Electrician/Electronics Technician
 Preferred District : Dhaka, Gazipur, Jashore, Khulna
 Preferred Country : Japan, Malaysia, Australia, Singapore
 Preferred Organization Types : Computer Hardware/Network Companies, Garments

Specialization:

| Fields of Specialization | Description |
|--|--|
| <ul style="list-style-type: none"> Computer Engineering HRIS | 1.WEB Design (HTML, PHP , CSS , JavaScript,) 2. Windows Server 2007 Environment Network 3. Programming Language 5. Graphics Design (Adobe Photoshop 7.0, CS2) |

Extra Curricular Activities:

Electrical House wire & power solution Knowledge.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Kazi Jalal Uddin
 Mother"s Name : Nuri Begume
 Date of Birth : May 10, 1990
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Baliadanga, Pos: Aloakdia, Magura Sador, Magura.
 Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|---|---|
| Name | : G. M. ROFIQUL ISLAM | Md. Zakir hossain |
| Organization | : Uttara Polytechnic Institute. | C.P.Bangladesh Co. Ltd |
| Designation | : Sr. Account Executive. | Assistant officer |
| Address | : Uttara, Dhaka-1230 Sr. Account Executive. | Vill: Jalkata. P.O: Sreebardi, P.S: Sreebardi , Dist: Sherpur |
| Phone (Off.) | : | |
| Phone (Res.) | : | |
| Mobile | : +8801914259057 | +8801813255927 |
| EMail | : | zakir_hossaineee@yahoo.com |
| Relation | : Academic | Family Friend |

