

Last Updated : **October 8, 2018**



MD. GOLAM SARAWAR KHAN

Address: 76/5/A-2,NORTH JATRABARI ,DHAKA-1204
Mobile : 01727201673
email:sarawer86@gmail.com, sarawar86@yahoo.com

Career Objective:

To have a position where I can use my skills and hardworking ability, to benefit my employer and be of service to others.

Career Summary:

IT support & management : Now working with ELEGANT GROUP Of Industries as a Sr.Executive(IT) .

Special Qualification:

Computer Networking knowledge

Employment History:

Total Year of Experience : 13.6 Year(s)

1. Sr.Executive(IT) (June 16, 2012 - Continuing)

Elegant Group

Company Location : AJ Heights,Cha-72/1/D,Progoti Soroni,Uttar Badda,D
Department: ICT

Duties/Responsibilities:

- 1.IT support & management.
- 2.Develop any kind of software.
- 3.Computer Hardware Trouble shooting.
- 4.Support Desktop , Laptop and printer .
- 5.PA BX Setup and maintenance.
- 6.Photo copy machine primary trouble shooting.
7. Develop, Maintain and update Office web site.
8. Maintenance & Upgrade Hardware & Software.
- 9.Staff Training for software operating skill development
9. ERP System maintenance

2. IT Executive (April 1, 2010 - June 14, 2012)

S.M Group Of Industries Ltd.

Company Location : House#SE-4,Road# 137, Gulshan-1,Dhaka-1212.
Department: IT

Duties/Responsibilities:

To maintained all of the operation and management with vicar computer Hardware & Networking parts and accessories. Support to computer all parts setup & any software installation ,Maintenance and servicing.

3. Computer Oparator.(PART TIME) (April 10, 2005 - March 9, 2010)

Al-Mokarrom Oversees

Company Location : 55/A/H.M SIDDQUE MANSON, 6TH FLOR , PURANA PALTON,
 Department: IT

Duties/Responsibilities:

E-MAIL CHECK , INTER NET BROWSING,

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc in CSE	Computer Science & Engineering	Atish Dipankar University of Science and Technology	CGPA:3.02 out of 4	2009	4 years
HSC	Business Studies	Raigonj Tecnical & B.M Collage	CGPA:3.7 out of 5	2003	-
SSC	Science	Pangashe L.M High School	First Division, Marks :65%	1999	-

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 40000
 Expected Salary : Tk. 0
 Preferred Job Category : Garments/Textile, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Greece, Greenland, India, Japan, Australia, Finland, France, Hong Kong, Iceland
 Preferred Organization Types : Banks, Advertising Ageny, Design/Printing/Publishing, IT Enabled Service, Govt./ Semi Govt./ Autonomous body, Logistic/Courier/Air Express Companies, Engineering Firms, Audit Firms /Tax Consultant, Airline, Agro based firms (incl. Agro Processing/Seed/GM), Architecture Firm, Direct Selling/Marketing Service Company

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • PHP • MS Access • Windows 2000/ 2003 Server(s) • Windows XP/ 2000/ ME/ 98 • LAN/ WAN • MIS • Mac OS 	Networking,Computer trouble shooting,Knowledge of ERP system,Training up office staffs on office software

Language Proficiency:

Language	Reading	Writing	Speaking
BANGLA	High	High	High
ENGLISH	High	High	High
Arabic	Medium	Medium	Medium

Personal Details :

Father"s Name : Md. Abu Syed Khan
Mother"s Name : Miss. Manjuara Begum
Date of Birth : July 6, 1983
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : ISLAM
Permanent Address : VII: KALIABILL. P.O: BAROY VAG. P.S: RAIGONJ.DIST: SIRAJGONJ
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: MD.NIZAM UDDIN AHMED	Rabeka Tanij Tania
Organization	: ADUST	ADUST
Designation	: CHAIR MAN	Lecturer
Address	:	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01716361992	01712854323
EMail	:	rebeka_7@yahoo.com
Relation	: Academic	Academic
