

Last Updated : **July 13, 2017**

MD. KAISUR RAHMAN

Address: 25, West Senparaparbata, Flat # 1/C, 1st Floor, Boundary Road, Mirpur-10, Dhaka 1216
Mobile : 01626265911
email:kaisur83@gmail.com



Career Objective:

My objective is to work in a progressive multinational environment where I can contribute towards the vision and goals of the firm.

Employment History:

Total Year of Experience : 7.6 Year(s)

1. Assistant Controller of Examinations (August 20, 2013 - Continuing)

European University of Bangladesh

Company Location : Janata Housing Mirpur, Dhaka

Department: Controller of Examinations

Duties/Responsibilities:

Assistant Controller of Examinations:

Verify the Certificate.

Notice for exam date.

Notice to the faculties to submit Question Paper

Prepare the answer script

Prepare exam schedule and attach it in the notice board Consulting with course teachers and students

To receive the answer script from the invigilator and keep record and deliver them to concerned faculty

To receive the answer script within stipulated time

At the end of the semester result is to be published.

2. IT Officer (September 1, 2010 - May 2, 2011)

Jane Trading Corporation (JTC Group)

Company Location : Banani

Department: IT

Duties/Responsibilities:

IT Officer:

1. Network Troubleshooting, Hardware
 2. Troubleshooting, Software Maintenance,
 3. Responsible for office network.
 4. Take care of network connectivity between all sites
 5. Configure and troubleshooting different types of Windows.
 6. Mail client configuration and troubleshoot. (Eudora, MS outlook, Outlook Express, Fox mail etc.)
 7. Network Printer and Wi-Fi Printer Configuration.
 8. Trouble shooting e-mail send/receive issue.
- Setup Wireless LAN, Wireless Router Troubleshoot.
9. Static IP allocation on Route mode Wi-MAX connection.
 10. To solve various networks, software and Internet related problems.
- Maintain and configure Switch, Router, TP link and other networking devices.
11. Software maintenance, trouble shooting, & MIS generation with existing software.
- Installation and configuration PC hardware, software components with all types of Network-equipment.

3. Assistant IT Officer (January 20, 2009 - August 31, 2010)**Rising Group**

Company Location : Jirabo, Savar

Department: IT

Duties/Responsibilities:

Network Troubleshooting, Hardware Trouble shooting,

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year |
|-------------|--------------------------------|---|--------------------|----------|
| B.Sc in CSE | Computer Science & Engineering | Stamford University Bangladesh | CGPA:2.79 out of 4 | 2010 |
| HSC | Science | Tejgaon College, Dhaka | CGPA:2.2 out of 5 | 2004 |
| SSC | Science | New Model Multilateral High School, Dhaka | CGPA:3.25 out of 5 | 2002 |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|------------------|-------|-----------------------------|------------|---|------|----------|
| Associate Member | | Bangladesh Computer Society | Bangladesh | Bangladesh Computer Society House # 519 (4th Floor) | 2014 | 2014 |

Professional Qualification:

| Certification | Institute | Location | From | To |
|---|-------------------|----------|--------------|---------------|
| Post Graduate Diploma in Management Studies | Guildhall College | London | June 1, 2011 | July 19, 2012 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 22000
 Expected Salary : Tk. 25,000
 Preferred Job Category : General Management/Admin, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : Computer Hardware/Network Companies, Group of
 Types Companies

Specialization:

| Fields of Specialization |
|---|
| <ul style="list-style-type: none"> • ASP.Net • Adobe Photoshop/ Illustrator • LAN/ WAN |

Personal Details :

Father"s Name : Md. Lutfor Rahman
 Mother"s Name : Tahomina Begum
 Date of Birth : December 31, 1986
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Baka Main Road, P.O+P.S: Kalia, Upozila: Kalia, District: Narail
 Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|--|---|
| Name | : Md. Shahed Sabur | Khondoker Tariqul Haque |
| Organization | : Govt. Land Administration Training Center | Bangladesh Supreme Court |
| Designation | : Director(Joint Secretary) | Advocate |
| Address | : 3/A, Nilkhet, babupura, Dhaka. | 37, Palashnagar, 2nd Floor, Mirpur-11, Dhaka-1216 La |
| Phone (Off.) | : | |
| Phone (Res.) | : | |
| Mobile | : 01739494077 | 01711177952 |
| EMail | : saburkhulna@gmail.com | |
| Relation | : Family Friend | Family Friend |