Applied For: **IT Executive (BSc/ Dip in CSE)**

Last Updated : *January 6, 2016*

Md. Mamunur Rashid

Address: Blossom Hotel (Pvt.) Ltd, Road No:1/A, House No:05, Block:J Baridhara, Dhaka
Home Phone: +8801716363623
Office Phone :+8801712090835
Mobile : +8801713733908
email:engi_mamun@live.com, engi_mamun@yahoo.com

Career Objective:

I would like to pursue a challenging in my life. I am ready to take up the challenges of the job, learn with it and work to my potential for the growth of institute and self.

Career Summary:

1. IT supports to user end for their Desktops, Laptops, Wireless Router, Scanners, Fax, and Printers etc.
2. Installation & Trouble shooting Hardware related problems including windows, Anti-Virus, Outlook Express, Smart phone, any other software and laser Printers (HP, Canon, Samsung, Lexmark etc).
3. Diagnosis, Troubleshooting, Circuit level Repairing of Laptop, Laser Printer, Bubble jet, Inkjet printer, UPS etc.

Special Qualification:

Three months Certificate Course of Computer fundamental, Hardware and Networking from cybertech,Bogra.

Employment History:

Total Year of Experience : 7.1 Year(s)

1. **IT Manager (July 3, 2015 - Continuing)**

   Blossom Hotel (Pvt.) Ltd
   Company Location : Road: 1/A, House: 05, Block: J, Baridhara, Dhaka-1212.
   Department: Information Technology
   Duties/Responsibilities:
   1. Install & Troubleshoot Hardware & checks Network related problems 2. Support for Configure, install and maintain IT infrastructure and router, firewall. 3. Network cabling and provide basic support of networking 4. Maintain all kinds of file of Front Office 5. All guest computer hardware & Software problem solve. 6. Server, PC, Printer, UPS, Monitor, Scanner repair 8. Ensure local and foreign visitors service. 9. Router, Switch Configure & Install.

2. **Road No # 2, House No # 2 (January 10, 2011 - June 30, 2015)**

   Asia Pacific Hotel (Pvt.) Ltd
   Company Location : Baridhara, Dhaka
   Department: IT Executive
   Duties/Responsibilities:
   1. Receive to Responds all kind of e-mails and postal mails.

2. Install & Troubleshoot Hardware & checks Network related problems
3. Support for Configure, install and maintain IT infrastructure and router, firewall.
4. Network cabling and provide basic support of networking
5. Maintain all kinds of file of Front Office
6. All guest computer hardware & Software problem solve.
7. Server, PC, Printer, UPS, Monitor, Scanner repair
8. Ensure local and foreign visitors service.
9. Router, Switch Configure & Install

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Engineering	Computer	Bogra polytechnic institute, Bogra	CGPA:2.86 out of 4	2011	4 Years	Dhaka
SSC	Science	Durgahata High School.	CGPA:3.38 out of 5	2002	2 Years	Durgahata, Gabtoli, Bogra.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Network and Hardware.	Computer Network and Hardware.	Cybertech Bogar.	Bangladesh.	Kalitola, Bogra.	2010	3 Mounth

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Present Salary	: Tk. 17000
Expected Salary	: Tk. 15,000
Preferred Job Category	: IT/Telecommunication, Data Entry/Operator/BPO, Data Entry/Computer Operator
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: American Samoa, Japan, New Zealand, Australia, Singapore
Preferred Organization Types	: Telecommunication, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Automobile

Specialization:

Extra Curricular Activities:

Cricket, Football.

Language Proficiency:

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

Personal Details :

Father's Name   : Md. Giash Uddin Molla

Mother's Name	: Mst. Mazeda Khatun
Date of Birth	: September 24, 1986
Gender	: Male
Marital Status	: Single
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Vill+P.O: Durgahata, P.S: Gabtoli, Dist: Bogra.
Current Location	: Dhaka

Reference (s):

Name	: Md. Anowar Zahid
Organization	: Teacher
Designation	: Junior Instructor
Address	: Bogra Polytechnic Institute, Bogra.
Phone (Off.)	:
Phone (Res.)	:
Mobile	: +88 01718013755
EMail	:
Relation	: Professional