

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

Last Updated : **July 19, 2017**

## **MD. MEHEDI HASAN**

Address: House # 80/9/A , Floor# 4th (South side), Middle Paikpara, Mirpur-1, Dhaka - 1216  
Home Phone: 01710452495  
Mobile : 01571725590  
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### **Career Objective:**

To build my career in a challenging field where I can explore my talent, engineering as well as interpersonal skill, creativity in order to develop my career & hence to contribute for the betterment of the organization.

### **Career Summary:**

Looking forward to an organization that enables me best opportunities to utilize my knowledge and experience for organizational development as well as self fulfillment.

### **Special Qualification:**

Sound Knowledge Troubleshooting a computer hardware and Networking, Web Development, HTML, HTML 5, CSS, CSS3, jQuery, javascript, php, wordpress, Adobe photoshope, & Adobe Illustrator.

### **Employment History:**

**Total Year of Experience : 6.8 Year(s)**

#### **1. Network Administrator ( May 11, 2015 - Continuing)**

##### **PIACT Bangladesh**

Company Location : 49/1 Babar Road, Block-B, Mohammadpur Housing Estate mohammadpur, Dhaka-1207.

Department: IT

##### **Duties/Responsibilities:**

Maintains computing environment by identifying network requirements; installing upgrades; monitoring network performance & supervise network for internet and file server,account software server by evaluating network performance issues including availability, utilization, planning and executing installation, configuration, and testing of equipment, defining network policies and procedures, establishing connection and firewalls.

#### **2. IT Officer ( July 1, 2014 - April 30, 2015)**

##### **TMT Foundation**

Company Location : 5/FGH,Darus Salam Road, Songhita Bhabon(4th Floor),Mirpur-1

Department: IT(Information Technology)

##### **Duties/Responsibilities:**

Maintains computing environment by identifying network requirements; installing upgrades; monitoring network performance.Establishes network specifications by conferring with users;

analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols. Establishes network by evaluating network performance issues including availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining

3. **IT Officer ( May 19, 2013 - June 30, 2014)**

**Prime University**

Company Location : Mirpur Annex, Mollik Tower, 13-14 Zoo Road, Mirpur.

Department: IT

**Duties/Responsibilities:**

Working as an IT in charge having Software, Mikrotik Server Maintenance, Network and Hardware support. activities individually and groups. Troubleshooter Computer Hard ware & Network System.

4. **Asst. IT Officer ( May 25, 2012 - May 19, 2013)**

**America Bangladesh University (Amban)**

Company Location : 5/FGH, Darus Salam Road, Songhita Bhabon, Mirpur-1

Department: Information Technology

**Duties/Responsibilities:**

Working as an IT in charge having Software, Hardware and Networking maintenance activities individually and groups. Troubleshooter Computer Hard ware & Network System.

5. **Junior Executive officer ( December 8, 2011 - May 26, 2012)**

**Bangladesh Institute of Technology (BIT)**

Company Location : 11/14, Block-A, Iqbal Road, Mohammadpur, Dhaka-1207

Department: Information Technology

**Duties/Responsibilities:**

Working as an IT in charge having Software, Hardware and Networking maintenance activities individually and groups. Troubleshooter Computer Hard ware & Network System.

6. **IT Executive ( January 1, 2011 - November 30, 2011)**

**SHAPNO FOUNDATION**

Company Location : Jha-7, 1st Floor, Block-A, Taltola, Khilgaon, Dhaka-1219.

Department: Computer

**Duties/Responsibilities:**

Working as Hardware and Networking maintenance activities individually and groups. Troubleshooter Computer Hard ware & Network System.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year
BSC Engineering	Electronics and Telecommunication Engineering	The Peoples university of Bangladesh	CGPA:3.21 out of 4	2011
HSC	Science	Meherpur Govt College	CGPA:2 out of 5	2004
SSC	Science	Meherpur Govt High School	CGPA:3.13 out of 5	2002

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphics Design & Multimedia	Adobe Photo Shop, Adobe	Institute For Engineers	Bangladesh	1-E south Adabor,	2016	6 Months

Programming	Illustrator, Adobe Flash			Mohammadpur, Dhaka-1207.		
AutoCAD	Auto Cad 2D, 3D, Studio Max	Institute For Engineers	Bangladesh	1-E south Adabor, Mohammadpur, Dhaka-1207.	2015	3 Months
Computer Fundamental Course	Computer Hardwire, Microsoft office, Microsoft Excel, Microsoft Power Point.	Nova Computer	Bangladesh	Meherpur	2003	6 Month

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 20,000  
 Preferred Job Category : IT/Telecommunication, NGO/Development, Electrician/Electronics Technician  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization Types : University, College, Computer Hardware/Network Companies, NGO

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Computer Engineering</li> <li>Network Engineering</li> <li>Web Design</li> <li>Graphics Design</li> </ul>	Sound Knowledge Troubleshooting a computer hardware and Networking, Web Development, HTML, HTML 5, CSS, CSS3, jQuery, javascript, php, wordpress, Adobe photoshope, & Adobe Illustrator.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

### **Personal Details :**

Father's Name : Md. Miarul Islam  
 Mother's Name : Mrs. Jakia Begum  
 Date of Birth : May 4, 1987  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill:Ichakhaly,Post:Govipur,Dist:Meherpur,Bangladesh  
 Current Location : Dhaka

### **Reference (s):**

**Reference: 01**  
Name : Md.Masud Reza  
Organization : The Peoples university of  
Bangladesh  
Designation : Assistant Professor&Chairman  
3/2,Asad  
Address : Avenue,Mohammadpur,Dhaka-  
1207  
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Relation : Academic

**Reference: 02**  
Md.Ahasan Ullah  
Bangladesh Economic Zones Authority  
(BEZA)  
Deputy secretary  
Prime Minister`s Office  
  
01911878749  
  
Relative