

Last Updated : **October 21, 2018**

MD. MILON HOSSAIN

Address: Md. Milon Hossain, Assistance Support Engineer (ASE), ASA,
Dhaka Khilgaon District Office, House No: 455, Block- C, Khilgaon,
Taltola, Dhaka.
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Career Objective:

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

Career Summary:

- (A) April 2007 to Present date: Work as the Assistance Support Engineer (A.S.E), at ASA IT Sector.
(B) 10th of October 2005 to 24th March 2007 : Acted as the Junior Instructor of the North Bengal Institute of Computer Technology (Pvt. Polytechnic), Bogra.

Special Qualification:

Master in Computer Science & Engineering (MCSE) .

Employment History:

Total Year of Experience : 13.1 Year(s)

1. Assistance Support Engineer (A.S.E) (April 28, 2007 - Continuing)

ASA

Company Location : ASA Tower, Shymoli, Dhaka-1207

Department: ASA, IT Sector

Duties/Responsibilities:

(A) MySQL based Software Installation, maintenance and configure under Windows XP/7/8 O/S Server.

(B) User training and field visit to support the remote IT users as needed.

(C) Provide IT supports to user end for their Desktops, Laptops, Wireless Router, Scanners, Printers, UPS, AVR and other devices. (Physical, On Messenger and Over Telephone).

(D) Initialize procurement of necessary IT products & sourcing them.

(E) Quality & quantity checking of hardware & software after procurement.

(F) Inventory management of IT accessories.

(G) Maintain antivirus software and update that on a regular basis and take precautionary measure against virus/bugs and aware staff accordingly.

(H) Handle the micro-finance software to generate MIS/FIS/HR report, maintenance the software to getting report smoothly.

(I) Ensure smooth functioning of Internet, email, security of each computer.

(J) Prepare and submit VAT, Tax report of purchase furniture /fixture item & Prepare and submit up to 150 employee's return in a timely manner and deposit them to the government treasury on time.

2. **Junior Instructor. (October 10, 2005 - March 24, 2007)**

North Bengal Institute of Computer Technology (Pvt. Polytechnic)

Company Location : Khan House, S.P Len, Maltinagar Bogra-5800. Phone:

Department: Computer Technology

Duties/Responsibilities:

(A) Teaching the students of Diploma-in-Engineering curriculum.

(B) Assisting in the Computer Lab procedure of the Institute.

(C) Making and tabulating the marks.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in Engineering (MEngg)	Computer Science & Engineering.	Islamic University, Kushtia, Bangladesh.	CGPA:3.26 out of 4	2017	01
B.Sc. (Eng.) In Computer Science & Engineering.	Computer Science & Engineering	Darul Ihsan University, Main Campus, Dhanmondhi 9/A, Dhaka.	CGPA:3.25 out of 4	2012	4 Years
Diploma-in-Engineering	Computer Technology	Rajshahi Polytechnic Institute.	CGPA:3.42 out of 4	2005	04 Years
Secondary School Certificate	S.S.C Vocational (Building Maintenance)	Bheramara Pilot High School.	CGPA:4.45 out of 5	2001	02 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Cisco Certified Network Associate (CCNA).	Routing & Switching.	CSL Training Center, Dhanmondi, Dhaka.	Bangladesh.	Dhaka.	2017	04 Months.
TAB Training.	Micro-finance software Installation & Maintenance.	ASA IT Sector.	Bangladesh	Dhaka.	2016	02 Days
Western Union & Others Online Payment Software Installation & Maintenance.	Western Union Training & Online Payment Method.	Wester Union & National Bank Bangladesh.	Bangladesh.	Pabna, Rajshahi & Dhaka District.	2015	07 days
Laptop, Desktop PC & Hp/Canon Printer, UPS & Stabilizer Problem detect & Maintenance.	Hardware Training.	ASA-IT Sector & HP .	Bangladesh	Dhaka	2012	02 Months

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 16,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Italy, Malaysia, United Kingdom, Australia, Canada
Preferred Organization Types	: Banks, Telecommunication, Computer Hardware/Network Companies, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Crystal Reports• Printer Servers• HTML/ DHTML• MS Word/ Excel/ PowerPoint/ OneNote• OpenOffice• RedhatLinux• Oracle Database	I have 13 years experience in software test / reporting and implementation.

Extra Curricular Activities:

A. Backup Management, Reporting and Recovery. B. Decision making, critical thinking, organizing and planning. C. Monitoring and enforce all process and procedures for.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
Engilsh	High	Medium	Medium

Personal Details :

Father"s Name : Let. Md. Younus Ali
Mother"s Name : Mst. Rijia Begum
Date of Birth : August 11, 1985
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : C/O. Let. Md. Younus Ali, Village: Ramkrishnopur, Post: Khemirdiar, Thana: Bheramara. District: Kushtia-7040.
Current Location : Dhaka Division

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Ayub Ali Sagor	Md. Kamruzzaman
Organization	: Syamoli (N.R Travels) Poribahan Ltd.	ASA
Designation	: General Manager	District Manager.
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Relation	: Relative	Professional
