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MD. MOMINUL ISLAM

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Career Objective:

To build up my career in any IT or others sector where creativity,sincerity,skill and performances are the criteria for one`s appraisal and recognition and to achieve wider exposure by position in a favorable environment.

Career Summary:

- *Senior Executive, 19 July 2018 to Continue, Eastern University
- *Executive, 21 March 2015 to 18 July 2018, Eastern University
- *Assistant Executive, 25 June 2011 to 21 March 2015, Eastern University
- *Graphics Design and Marketing Officer , April 24, 2010 - June 24, 2011, Sunrise Garments Accessories & supplier

Special Qualification:

M.S Office Program,
Hardware Trouble Shooting,
Operating System software Installation windows XP & windows 7,
Basic Networking (LAN, MAN,WAN),
IP Configuring,
EIGRP, RIP, OSPF
Router & Switch Configuration ,
Application Software installation

Employment History:

Total Year of Experience : 8.7 Year(s)

1. **Senior Executive (July 18, 2018 - Continuing)**

Eastern University

Company Location : House#26, Road# 05, Dhanmondi R/A, Dhaka-1205

Department: Finance & Accounts (Students Software Maintain)

Duties/Responsibilities:

Provide technical support and resolve hardware/software problems (PC, laptop, printer, UPS/IPS)

Printer Shearing & File Shearing

Database Management, Data Collection and , Data Backup,

Data Analysis & Reporting

Repair & maintain all kinds of IT equipment.

Troubleshoot & resolve hardware problems.

Configure, maintain& troubleshoot network printers.

Resolve connectivity problems in the network infrastructure including cabling, crimping/clamping, router, switches, etc.

Solve technical problem of PC, networking, virus etc.

Maintain current and accurate inventory of technology hardware, software and resources.

2. Executive (March 21, 2015 - July 18, 2018)**Eastern University**

Company Location : House No. 26, Road No.05, Dhanmondi, Dhaka-1205

Department: Finance & Accounts (Students Software Maintain)

Duties/Responsibilities:

Provide technical support and resolve hardware/software problems (PC, laptop, printer, UPS/IPS)

Printer Shearing & File Shearing

Database Management, Data Collection and , Data Backup,

Data Analysis & Reporting

Repair & maintain all kinds of IT equipment.

Troubleshoot & resolve hardware problems.

Configure, maintain& troubleshoot network printers.

Resolve connectivity problems in the network infrastructure including cabling, crimping/clamping, router, switches, etc.

Solve technical problem of PC, networking, virus etc.

Maintain current and accurate inventory of technology hardware, software and resources.

3. Assistant Executive (June 25, 2011 - March 20, 2015)**Eastern University**

Company Location : House#26, Road# 05, Dhanmondi R/A, Dhaka-1205

Department: Finance & Accounts (Student Software Maintain)

Duties/Responsibilities:

Hardware Maintenance and Trouble Shooting

Printer Shearing & File Shearing

Database Management, Data Collection and , Data Backup,

Data Analysis & Reporting

Application Software installation

Operating System software Installation windows XP & windows 7

4. Garphics Design and Marketing Officer (April 24, 2010 - June 24, 2011)

Sunrise Garments Accessories & supplier

Company Location : Mohakhali, Dohs, Dhaka

Department: Production Management.

Duties/Responsibilities:

Graphic Design & Marketing,

Operation of Facility and Logistic Support,

Responding appropriately to emergencies or urgent issues as and when required.

Maintain and update records, files, and documents in an organized.

Ensure all kinds of Report, Documentation & Paper works

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.Sc.in Computer Science & Engineering	Computer Engineering	The People`s University of Bangladesh	CGPA:3.08 out of 4	2014	1.4 year
Bachelor of Computer science and Engineering	Computer Engineering	Asian University of Bangladesh	CGPA:3.01 out of 4	2012	Four year
Diploma Engineering	Computer	North- Bangle Institute Of Computer Technology, Bogra	CGPA:3.2 out of 4	2008	Four year
SSC	Arts	Salanga islamia high school	Second Division, Marks :58%	1999	10 year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Hardware and Networking	Computer Hardware, Software & Serverbased Networking .	Web Link Computers .	Bangladesh	Bogra	2008	3 month

Professional Qualification:

Certification	Institute	Location	From	To
Database Management and Administration (DMA)	Bangladesh University of Engineering and Technology (BUET)	BUET, Dhaka	November 23, 2013	March 10, 2014
Cisco Certified Network Associate (CCNA)	New Horizons Computer Learning Center	Dhanmondi, Dhaka	March 30, 2012	May 28, 2012
Computer Networking	Web Link Computers .	Bogra	October 22, 2007	January 28, 2008

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 29339
 Expected Salary : Tk. 25,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Education/Training,
 IT/Telecommunication, Data Entry/Computer Operator
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Malaysia, New Zealand, Portugal, Sweden, Cyprus, France,
 Hong Kong, Kuwait, Liberia, Swaziland
 Preferred Organization Types : Investment/Merchant Banking, Manufacturing (FMCG), IT
 Enabled Service, ISP, NGO, Multinational Companies,
 Engineering Firms, Market Research Firms, Garments,
 Buying House, Immigration & Education Consultancy
 Service, Direct Selling/Marketing Service Company

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Adobe Photoshop/ Illustrator • OS/ 2 • Administrative/ Executive 	M.S Office Program, Adobe Illustrator and Photoshop , Hardware Trouble Shooting, Operating System software Installation windows XP & windows 7 LAN Installation, Web Base Program, Internet Browsing, Application Software installation and Networking. Router and Switch Configuration, Basic Routing, RIP, EIGRP, OSPF, VLAN IP Configuration Dynamic & Static Routing

Extra Curricular Activities:

1. Associate Member of Bangladesh Computer Society. Member No. AM-11600 2. Member of Institution Of Diploma Engineers, Bangladesh (IDEB)- Member No. 46132

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Shahidul Islam
 Mother"s Name : Most. Joygon Begum
 Date of Birth : May 11, 1983
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vilage: Uttor Sarotia, Post office: Sialkol,, Sirajganj Sadar, Sirajganj
 Sadar, Sirajganj 6700
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Abul Basher Khan	Mohammad Abdul Karim
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Relation	: Professional	Professional
