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MD. MOMOTAZUL HAQUE

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Career Objective:

To build up a challenging and rewarding career in an organization that provides structured career advancement within the extent at competitive and dynamic environment and willing to take challenging opportunities with self-confidence.

Career Summary:

1. ASSISTANT MANAGER in IT (Jan-1 to Jun-25, 2015)
Homeland Life Insurance Company Limited
2. IT Officer & Teacher (ICT) (Oct-15 , 15 to Oct-30, 17)
Daffodil Group, Dhaka.
3. IT Executive (Nov-1, 17 to continuing)
Labib Group

Special Qualification:

CCNA

Employment History:

Total Year of Experience : 4.7 Year(s)

1. **IT Executive (November 1, 2017 - Continuing)**

Labib Group

Company Location : Jamirdia, Valuka

Department: IT

Duties/Responsibilities:

1. Providing service support in diagnosing, resolving and repairing server-related hardware, encompassing workstations and LAN/WAN communication (wired and wireless) infrastructures, such as Routers, Switches, Hubs, Access Points etc. in occasion of hardware/software failure. Also setting up and maintaining domain, DNS, DHCP, mail, and FTP servers.
 2. User administration (setup and maintaining an account), maintaining the system and verifying that peripherals are working properly.
 3. Implement the policies for the use of the computer system and network.
 4. Updating system as soon as new version of OS and application software comes out.
 5. CCTV System (DVR, Camera), Face Detector Attendance machine, PA system configure & maintenance.
 6. PABX, IP PBX maintenance.
- Preparing and maintaining documentation, policies, and instructions. Recording and detailed operational procedures and system logs.
7. Providing support for ERP software such as User account create, Access level maintain, Add or remove module etc.
 8. Arrange training session for ERP software user and trained them basic of this software.
 9. Basic training of all Computer user to knowing them IT policies.

2. IT Officer (October 15, 2015 - October 30, 2017)**Daffodil International School**

Company Location : Daffodil International School, Uttara Branch-Dhaka

Department: IT

Duties/Responsibilities:

1. Mikrotek Router Design, Bandwidth Management, Serve on the school council, attending meetings, participating on the executive committee, future Planning/ enrollment committee and the personnel committee meeting.
2. Arrange of teachers ICT training
3. Maintain DIS ERP.
4. Supervise safety measures and resolve emergency situations if any and ensure all aspects of events are implemented and controlled according to the plan.

3. Assistant Manager (January 1, 2014 - June 1, 2015)**Homeland LifeInsurance Company Limited**

Company Location : 11,Motijhil Corporate Office,Dhaka,Bangladesh

Department: IT

Duties/Responsibilities:

Duties/Responsibilities:

1. Networking, Hardware and Software solution, System & Server Support, Contribute and collaborate in managing .NET based enterprise applications.
2. Analyze client requirements and identify all possible design solutions.
3. Prepare Technical Documentation and Code Documentation.
4. Daily report task status to any task management tools like Agile Tools.
5. Performs other reasonable and relevant activities and functions as requested and required.
6. Good knowledge in server management will get priority.
7. HTML,CSS,PHP,MySQL,C, C++, Java.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Sc	Computer Science & Engineering	Rajshahi University	CGPA:2.75 out of 4	2013	1 Year	Done project on Automatic School bell System in Microcontroller-8051
B.Sc	Computer Science & Engineering	Rajshahi University	CGPA:2.58 out of 4	2012	4 Years	Done project on Chatting programm in JAVA
HSC	Science	New Govt.Degree College,Rajshahi.	CGPA:4.7 out of 5	2005	2 Years	-
SSC	Science	Masjid Mission Academy,Rajshahi	CGPA:4.44 out of 5	2003	2 Years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA	NETWORKING	Engineering Institute Of Rajshahi	Bangladesh	Rajshahi	2009	3 month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 0
 Preferred Job Category : Engineer/Architect, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : China, Australia, Austria, Bahrain, Belgium, Brunei, Canada, Cape Verde, Central African Republic, Cyprus
 Preferred Organization Types : Banks, Telecommunication, Manufacturing (FMCG), Manufacturing (Light Engineering & Heavy Industry), University, College, Training Institutes, Design/Printing/Publishing, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Engineering Firms

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Content Developer • CSS • ICT • IT/ MIS • Joomla • LAN/ WAN • Quality Assurance/ Quality Control • Wireless • WordPress • XHTML

Language Proficiency:

Language	Reading	Writing	Speaking
ENGLISH	High	High	High
BANGLA	High	High	High

Personal Details :

Father"s Name : Late Molla Azizar Rahman
Mother"s Name : Mst. Momotaz Begum
Date of Birth : October 29, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Brig. Gen. DS. Shahidul Islam	Sanjoy Kumar Chakravarty
Organization	: Directorate, Armed Forces Division	Rajshahi university
Designation	: Director, Administration & Logistic	Lecturer
Address	: Dhaka Cantt, Dhaka	
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Phone (Res.)	:	
Mobile	: 01715-813118	01718-076436
EMail	:	
Relation	: Relative	Academic
