

Applied For: **Virtual Assistant, Sylhet Office (All Types)**

Last Updated : **December 17, 2017**

Md. Mostofa Tarek

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Career Objective:

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

Career Summary:

I have completed my Diploma Engineering in Data Telecommunication and Networking from Feni (Govt.) Computer Institute. I have also taken a training about Cisco Certified Network Associate (CCNA). From November-2015 i am worked in a Private Company as a Junior IT Executive.

Special Qualification:

- 1.CCNA
- 2.Basic Networking
- 3.Mikrotik
- 4.Windows Server
- 5.Linux (Basic)
- 6.Web Design
- 7.Microsoft Office
- 8.Adobe Photoshop/illustrator,
- 9.Computer Hardware
- 10.All Parts of Internet browse and Troubleshootig

Employment History:

Total Year of Experience : 2.2 Year(s)

1. Junior IT Executive (November 7, 2015 - Continuing)

ADDIE Soft Limited

Company Location : Dhanmondi , Dhaka
Department: Support

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Science (BSc)	Computer Science & Engineering	Bangladesh University		2018	2015-2018	-
Diploma	Data	Feni	CGPA:3.14	2015	2010-	Diploma

Engineering	Telecommunication and Networking	(Govt.) Computer Institute	out of 4		2014	Engineer
SSC	Business Studies	Kazir-bag high school	CGPA:4.13 out of 5	2010	2008-2009	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Cisco Network & Server System Administration Training	CCNA, Windows Server, Linux	Desktop Computer Connection limited	Bangladeash	New Baily road, Dhaka	2014	3 Month

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Present Salary	: Tk. 10000
Expected Salary	: Tk. 10,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: American Samoa, India, Ireland, Italy, Malaysia, Australia, Brazil, Canada, Egypt, France
Preferred Organization Types	: Banks, Insurance, College, IT Enabled Service, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, NGO, Embassies/Foreign Consulate, Group of Companies, Call Center, Mobile Accessories

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Computer Engineering • Telecommunication • Adobe Photoshop/Illustrator • Cisco • Linux • MS Access • MS Exchange Server • Token Ring Network Designing • XHTML

Language Proficiency:

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

Personal Details :

Father's Name : Md. Habibur Rahman
Mother's Name : Sahena Akhter
Date of Birth : February 2, 1994
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Shafi Ullah Master Bari, South kazirbag, P.O: DTM, Feni sadar, Feni.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Abdullah Al Mamun	Atiqul Islam
Organization	: Feni computer Institute	Feni computer Institute
Designation	: Department Head of DNT	Dpeartment Head of CST
Address	: Feni Computer Institute,New Ranir Hat ,Sadar, Feni	Feni Computer Institute,New Ranir Hat ,Sadar, Feni
Phone (Off.)	:	
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Relation	: Academic	Academic