

Last Updated : **December 12, 2016**

## **MD. MOZAMMEL HAQUE**

Address: House # 65/66, Block # B, Section- 1, Thana # Shah Ali,  
Shinepukur Road, Mirpur, Dhaka- 1216.  
Home Phone: 01716795059  
Mobile : 01716795059  
email:mamun2mamun007@gmail.com, mamun1\_2005@yahoo.com



### **Career Objective:**

To build up career with IT, Financial and Administrative field in any kind of organization

### **Career Summary:**

Graduate( B Com, Pass),Diploma in Computer Engineering

### **Special Qualification:**

2 years Diploma in Computer programming from NIIT,Dhaka, 1 year Advance Diploma in computer studies From Flamingo Int. College, Kualalampur, Malaysia

### **Employment History:**

**Total Year of Experience : 11.5 Year(s)**

#### **1. Senior Executive ( April 22, 2014 - Continuing)**

##### **Kazi IT Center**

Company Location : House No. - 1/B, Road No. - 12, Nikunja - 2, Khilkhat, Dhaka  
Department: Operations

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

Enable clients to stay a step ahead of emerging business trends and outperform the competition.

Help them transform and thrive in a changing world by co-creating breakthrough solutions that combine strategic insights and execution excellence.

Deliver an error free quality product aligned with the process.

Able to communicate with each client in a professional manner.

Directly aligned with the clients through leadership and content platform.

Providing quality and smooth output within the deadline coordinate with the client to identify project scope, budget and timeline, successful implementation of project and operational requirements.

Determine accountability for specific implementation, and work with production Lead to ensure that appropriate resources are assigned to meet the deadlines

Provide management and stakeholders with regular updates on processing status, issues and deliverable dates

2. **Senior Executive, IT ( July 1, 2012 - October 1, 2014)**

**JTC Group of companies**

Company Location : 46, Kemal Ataturk Avenue, Banani, Dhaka - 1213

Department: IT Department

**Duties/Responsibilities:**

- Design, implement and maintain networks both internal and for service cells.
- Configure and maintain Windows Server 2003 and database.
- Install configure and maintain Network establish and maintenance, software and hardware trouble shooting.
- Computer assembling, software installation, database management, data processing, supervising in data entry.

3. **Sr. Executive ( September 1, 2009 - June 30, 2012)**

**Sadakalo Fashion House**

Company Location : House # 62 Block # B (2nd floor), Road # 3 Niketon

Department: IT Department

**Duties/Responsibilities:**

- Design, implement and maintain networks both internal and for service cells.
- Configure and maintain Windows Server 2003 and database.
- Install configure and maintain Network establish and maintenance, software and hardware trouble shooting.
- Computer assembling, software installation, database management, data processing, supervising in data entry.
- Maintaining records of all the necessary details of the department such as inventory, purchase, warranty, distributions, repair & servicing, receipts, reports and invoices etc.

4. **System Engineer ( November 1, 2007 - August 30, 2009)**

**Sandhani Life Insurance Company Limited**

Company Location : Motijheel, Dhaka.

Department: IT Department

**Duties/Responsibilities:**

- Design, implement and maintain networks both internal and for service cells.
- Configure and maintain Windows Server 2003 and database.
- Install configure and maintain Network establish and maintenance, software and hardware trouble shooting.
- Computer assembling, software installation, database management, data processing, supervising in data entry.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Com	Marketing	National University	Second Class, Marks :60%	2002	3 years
Advanced Diploma in Computer Studies	Information Technology	Flamingo International College,Kualalampur,Malayasia [Foreign Institute]	CGPA:4 out of 4	2006	1 year
Diploma in Computer Studies	Information Technology	NIIT	CGPA:3.8 out of 4	2004	2 yrs
H.Sc.	Commerce	Dhaka Commerce College	Second Division, Marks :60%	1999	2 years
S.Sc.	Science	Monipur High School	First Division, Marks :80%	1997	10 yrs

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
MTCNA	Mikrotik Certified Network Associate	SASTech Limited (Mikrotik Authorized Training Institute)	Bangladesh	Dhaka	2015	1 week
CCNA		Genuity Systems Academy	Bangladesh	Dhaka	2011	4 Months

### **Professional Qualification:**

Certification	Institute	Location	From	To
IELTS	British Council	Dhaka	April 1, 2014	May 24, 2014

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 30000  
 Expected Salary : Tk. 16,000  
 Preferred Job Category : General Management/Admin, IT/Telecommunication  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : United States, Canada  
 Preferred Organization : Banks, Telecommunication, Software Company, IT Enabled  
 Types : Service, Computer Hardware/Network Companies,  
 Multinational Companies

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• LAN/ WAN</li> <li>• Windows 2000/ 2003 Server(s)</li> </ul>	Computer assembling, software installation, database management, Network establish and maintenance, software and hardware trouble shooting.

### **Extra Curricular Activities:**

Reading, Hanging out, Like to work as a Social Worker.

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Md. Shamsul Haque  
 Mother"s Name : Mrs. Fatema Begum  
 Date of Birth : July 7, 1982  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam(Sunni)  
 Permanent Address : House # 65/66, Block # B, Section- 1,Thana # Shah Ali, Shinepukur Road, Mirpur, Dhaka- 1216.  
 Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Abdul Malek Bhuiyan	Md. Ashfaqul Alam
Organization	: Bangladesh T & T Board	ADN Telecom
Designation	: Assistant Director (Retd.)	Manager, NMC
Address	: Mirpur-1, Dhaka	RCC Tower, 17, Mohakhali C/A, Dhaka
Phone (Off.)	:	
Phone (Res.)	: 8051399	
Mobile	:	880-1913-8884422
EMail	:	emon4us@gmail.com
Relation	: Family Friend	Family Friend

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