

Applied For: IT Executive (BSc/ Dip in CSE)

Last Updated : **March 30, 2015**

Md. Mustafa Zaman

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Career Objective:

To Obtain a Challenging Career in the Increasingly Complex Global Business Environment through the Analytical, Practical and Interpersonal Skills and Abilities.

Career Summary:

I may assure that the above mentioned information is true, complete and correct to the best of my knowledge and belief.

Special Qualification:

Hardware Maintenance & Troubleshooting. Networking Configuration (LAN, MAN & WAN). Desktop, Laptop & Network Printer Troubleshooting & Maintenance. Network Switch, Wi - Fi Router & Access Control Setup. Mail Server, Anti-Virus server Maintenance.

Employment History:

Total Year of Experience : 10.3 Year(s)

1. IT In-Charge (January 6, 2013 - Continuing)

Libra Pharmaceuticals Limited

Company Location : Head Office & Factory: I/7, Mirpur I/E, Rupnagar, Section: 2, Dhaka- 1216, Bngladesh.
Department: ICT Department.

Duties/Responsibilities:

- ☐ Hardware Maintenance & Troubleshooting .
- ☐ Desktop, Laptop & Printer Troubleshooting.
- ☐ Network & ERP Software Maintenance.
- ☐ PC Assembling & Printer Repairing.
- ☐ Networking (LAN, MAN & WAN).
- ☐ Operating and Application Software Install.
- ☐ Router & Switch Configure and Maintenance.
- ☐ Attendance Software Install & Maintenance.
- ☐ Advance ERP.9 Software Install & Maintenance.
- ☐ Pixel Attendance Software Install & Daily Summary Report .
- ☐ Microsoft Office Outlook & Live Mail Set-up.
- ☐ Network Printer, Scanner, UPS Repairing & maintenance.
- ☐ Support and Maintain various Hardware (PC / Laptop / CCTV).
- ☐ Tally.ERP9 Troubleshooting & Maintenance.
- ☐ Tally.ERP9 Software Data Back-up & Restore.
- ☐ All Operating & Application Software Install.
- ☐ Data Server And Mail Maintenance.
- ☐ ERP Server and Anti-virus Server Maintenance.
- ☐ Video Conference device setup (VC),.
- ☐ Management Maintenance & Over all follow up.

2. IT Executive. (September 1, 2011 - December 31, 2012)

ANANTA GROUP

Company Location : Ananta Group, R # 99 , H # 20, Gulshan - 2, Dhaka - 1212, Phone: +8802-8850102-06, 9898601,
Department: ICT Department

Duties/Responsibilities:

- ☐ Hardware Maintenance & Troubleshooting.
- ☐ Always Network & ERP Software Connectivity Ensure.
- ☐ Networking (LAN, MAN & WAN) & Switch Configure.
- ☐ Router & Switch Configure and Maintenance.
- ☐ Attendance Software Install & Maintenance.
- ☐ Support and Maintain various Hardware (PC / Laptop / CCTV).
- ☐ All Operating & Application Software Install.
- ☐ Database Server And mail Maintenance.
- ☐ Microsoft Office Outlook & Live Mail Set-Up.
- ☐ IP / PABAX Maintenance, Network Printer Setup and Problem Solution.
- ☐ Video Conference device setup (VC).

☐ Over all follow up & Maintenance.

3. **System Engineer (April 6, 2009 - August 30, 2011)**

FLORA LIMITED

Company Location : 119/C, Fakirapool (1st Floor), Dhaka- 1000
Department: Hardware & Support Depatmert.

Duties/Responsibilities:

☐ Hardware Maintenance & Troubleshooting.
☐ Networking Configuration (LAN, MAN & WAN).
☐ Printer, UPS Repairing & Network Printer setup.
☐ PC, Printer & Laptop Troubleshooting Maintenance.
☐ Desktop, Laptop and Server Selling.
☐ Database Update and Network Maintenance.
☐ Multifunction Copier & Multifunction Printer Selling.
☐ Switch, Router & Access control Configuration.
☐ Management Maintenance & Over all follow up.

4. **Jr. Executive. (November 1, 2007 - April 2, 2009)**

Rishit Computers Limited

Company Location : BCS Computer City, IDB Bhabab, Agargaon,Dhaka-1207
Department: Support & Sales

Duties/Responsibilities:

☐ Hardware Maintenance & Troubleshooting.
☐ Desktop, Laptop and Printer Serving.
☐ Networking (LAN, MAN & WAN).
☐ PC, Printer & Laptop Troubleshooting.
☐ Printer Repairing & Copier Printer setup.
☐ Desktop PC, Laptop and Server Selling.
☐ Multifunction Copier & Printer Selling.
☐ Management Maintenance & Over all follow up.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Electrical & Electronics Engineering (EEE)	Electrical & Electronic Engineering	University of Information Technology & Science	First Class, Marks :75%	2014	4 Years	-
Diploma Computer In Engineering	Computer	Feni Polytechnic Institute	First Division, Marks :80%	2008	4 Years	Best Cricker Award 2007
HSC	Science	Noakhali Govt. College	First Division, Marks :65%	2004	2 Years	Inter College Cricket Tropy
SSC	Science	Noahali Zilla School	Second Division, Marks :55%	2002	2 Years	School Education Competition Award.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphics Design, Animation and Website Development	Adobe Photoshop,Adobe Illustrator & Website Designing	UCEP IT CENTRE	Bangladesh	Mirpure: 2, Mirpur, Dhaka: 1216, Bangladesh.	2008	6 Month
Hardware Maintenance & Troubleshooting	Hardware & Networking(LAN, MAN & WAN)	Microwave Computer & Electronics Pvt. Limited	Bangladesh	New Eskaton	2007	1 Year

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 20000
Expected Salary	: Tk. 16,000
Preferred Job Category	: IT/Telecommunication, Marketing/Sales
Preferred District	: Chittagong, Comilla, Cox's Bazar, Dhaka, Gazipur, Narayanganj, Sylhet
Preferred Country	: Japan, Qatar, Sweden, United States, Australia, Austria, France, Romania, Spain, Swaziland
Preferred Organization Types	: ISP, Computer Hardware/Network Companies, Consulting Firms, Garments, Buying House, Hospital, Hotel, Airline, Direct Selling/Marketing Service Company, Electronic Equipment/Home Appliances, Group of Companies, Garments Accessories

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Relationship Management/Key Account ManagementSales & Marketing	Server Maintenance & Networking Configuration. Mail server, Domain server & Anti Virus server Maintenance. IT Product Selling & Product Promotion.

<ul style="list-style-type: none"> • System Engineer (Computer Network & System) • Telecommunication Products & Services • System Analyst 	
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Extra Curricular Activities:

Customer / Client Relationship.

Language Proficiency:

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

Personal Details :

Father's Name : Md. Mustafa Kamal
 Mother's Name : Hayatur Nur
 Date of Birth : January 5, 1985
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam (Sunni)
 Permanent Address : Address: C/O: Md.Mustafa Zaman, House: 7, Lane: 2, Block: A, Section :10, Mirpur Dhaka: 1216, Bangladesh.
 Email: zamanengineer4@gmail.com.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Golam Mohiuddin	Engr. Mian Muhammad Parvez
Organization	: Partex Star Group	Asset Development Limited
Designation	: AGM (HR & Admin)	Manager, Analysis & Designs
Address	: Westren Building, Gulsan Link Road,Gulsan, Dhaka # 1212	Corporate HQ Building, 91 Gulshan Avenue, Dhak - 1212
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Relation	: Professional	Professional