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MD. MUSTAKIM HELAL

Address: BRAC Learning Center, Mymensingh, Mymensingh Sadar,
Mymensingh Sadar, Mymensingh 2200
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Career Objective:

To dedicate my technical, logical and academic knowledge, creativity, interpersonal skills and experiences in order to develop my career. Looking for a challenging position in the field of any suitable job according to my qualification.

Special Qualification:

I have CISCO Certified and working with MikroTik Router.

Employment History:

Total Year of Experience : 4.1 Year(s)

1. **Officer, IT (January 1, 2017 - Continuing)**

   BRAC
   Company Location : Dhaka
   Department: HR & LD
   Duties/Responsibilities:
   (i) Provide all kinds of IT Support to end users of HR & LD.
   (ii) Monitor & Maintenance of Internet Connectivity, Network & Device of all Units.
   (iii) Increase Knowledge on IT/IS.
   (iv) Maintain and Update Inventory of ICT Products.
   (v) Performing Purchase Related Issue of IT Product.
   (vi) Coordinate with different IT vendors, ISP etc
   (vii) Devices/Hardware Installation and Configuration.
   (viii) Keeping Update of IT Inventory & Record Technical Document.
   (ix) Manage & Ensure Proper Functioning of Computer System, Network, Printer & Scanner.
   (x) Conduct Training/Orientation on New ERP and Take User Feedback for Enhancement.

2. **Jr. Executive, IT (January 1, 2015 - December 31, 2016)**

Anwar Group of Industries
Company Location : Dhaka, Bangladesh
Department: IT
Duties/Responsibilities:
(i) Network Monitoring LAN/ WAN equipments
(ii)Software Related Problem Solving Such As Installation Maintain The Software.
(iii) Router and Switch Proper Installation &Maintenance
(iv)Troubleshooting, Expert all Technical Support and Troubleshooting Activities Related To Network.
(v) Printers, LaserJet Printers, Scanners,
(vi) CCTV Monitoring, CCTV Backup,
(vii) Access Control Devices, Multimedia Projectors
(viii) UPS, Online UPS .
(ix) Mail Configuration in Microsoft Outlook & web Mail, Mail Backup etc, Monitoring and Ensure Day To Day IT Operation is Running Smoothly.
(x) PABX Problem Solving.
(xi) Digital Photocopy Matching Problem Solving,
(xii) Windows Server 2008 R2 and Windows Server 2012,
(xiii) Experience Tally ERP Environmentand Yarn Dyeing Environment.
(xiv)Server Maintenance and Map Drive Create.
(XV) Linux (Ubuntu 16.04, kali Gnu 3.20.2), installation and network configuration.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BSC Engineering in computer science	Computer Science & Engineering	International University of Business Agriculture and Technology	CGPA:3.21 out of 4	2015	4 years.
Diploma in Telecommunication Engineer	Telecommunication Technology	Jessore Polytechnic Institute, Jessore.	CGPA:3.43 out of 4	2011	4 years.
SSC	Business studies	Manirampur Govt. Secondary School	CGPA:4.63 out of 5	2007	2 years.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA	IP, Sub-netting,Network Monitoring, Router & Switch configuration, Network Planning, Troubleshoot solving.	At Computer Solution Limited	Bangladesh	Mirpur, Dhaka	2016	3months
Junior Network Engineer	Network Monitoring, Router & Switch configuration, Network Planning, Troubleshoot solving.	Trust IT BD	Bangladesh	Dhaka	2015	3 months
Roll Out Department	Basic skill of GSM Network, BTS, MSC, BSC, Computer Networking (LAN, MAN, WAN), Computer servicing (Hardware & Software).	Global Telecommunication limited (GTL)	Bangladesh	Dhaka	2011	3 months
Short Course on Computer Technology	Office Programs: MS Word, MS Excel, MS Access, MS PowerPoint, Photoshop, Internet Browsing,Outsourcing etc.	JK Computer Technology	Bangladesh	Dhaka	2011	1month

Professional Qualification:

Certification	Institute	Location	From	To
Outsourching	Odesk.com	Dhaka	January 9, 2010	January 15, 2013
Freelancer	Freelancer.com	Dhaka	January 9, 2010	January 15, 2013

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 15,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Garments/Textile, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: United Kingdom, United States, Australia, Canada
Preferred Organization Types	: Banks, NGO, Group of Companies

Language Proficiency:

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

Personal Details :

Father"s Name	: Late Atiar Rahman
Mother"s Name	: Marzina Begum
Date of Birth	: October 28, 1992
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Vill:Mohonpur, Thana+Post:Manirampur, District:Jessore., Monirampur, Manirampur, Jashore 7440
Current Location	: Mymensingh

Reference (s):

	Reference: 01	Reference: 02
Name	: Mohammad Iraq Hossain	Md. Abdur Rahman
Organization	: BRAC	Anwar Group Of Industries
Designation	: Manager, System & Budget	Head Of IT
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Relation	: Professional	Professional