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MD. RAJIB HASAN

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Career Objective:

To work in an environment where there is an opportunity of self-assessment and self-improvement in both individual and group based work that will ultimately lead to the further development of the common people.

Career Summary:

âI have been worked as Executive MIS & IT in Amin Mohammad Group (Dhanmondi Dhaka).
âI have been worked as Executive MIS in Al Fatah Publications.(260 Malibug Dhaka).
âI have been worked as Asst. Engineer IT (Hardware) in INZ Sourcing (Mirpur-10, Dhaka-1216)
âI have been worked as Executive Data Entry in SS Cargo99 ltd. (Nikunja-02 Khelket , Dhaka)
âI have been worked as Admission & IT Officer in Darul Ihsan University (Framgate Dhaka

Special Qualification:

Hardware & Network & CCNA
Non-Government Teachers` Registration & Certification Authority (NTRCA) Passed For Lecturer (2014)
(Computer Operation BM).

Employment History:

Total Year of Experience : 4.6 Year(s)

1. **Septeber 2013 (September 1, 2013 - July 30, 2014)**

Amin Mohammad Group

Company Location : Dhanmondi Sathmosjid Road

Department: MIS & IT Executive

Duties/Responsibilities:

Data Entry of All Department

• Data Entry Software

• Microsoft Office-Ms Word, Ms Excel, Ms Access

• Data Entry Software

• Data Analysis & Processing

• Data Entry SQL Windows Server 2003

• Data Management

• Data Update & Reporting

• Monitoring and Maintenance of All Office Data

• Assembling & Troubleshooting Laptop & PC

• Hardware & Technical Support.

• LAN Setup Software Installation & Maintenance

• Microsoft Office-Ms Word, Ms Excel

• Operating System- Windows Xp, 2007, Vista

• Printer & File Sharing, Laptop & Desktop.

2. **05/03/2012 (January 1, 2012 - July 30, 2013)**

Al Fahta Publication

Company Location : 260 Malibag (4th Floor), Dhaka.

Department: MIS (Executive Mis)

Duties/Responsibilities:

• Data Entry of All Department

• Corporate Office Network Maintenance

• Godown, Sales Office, Distribution Office Network Maintenance.

• Router, Hub & Media Converter Switch & Other Related Equipment maintains.

• LAN Setup Software Installation & Maintenance Hardware & Technical Support.

• Microsoft Office-Ms Word, Ms Excel, Photoshop

• Operating System- Windows Xp, 2007, Vista

• Printer & File Sharing, Laptop & Desktop.

3. **08/12/2010 (December 2, 2010 - August 31, 2011)**

INZ Sourcing

Company Location : 93 Senpara Parbata (1st Floor) Mirpur-10 Dhaka.

Department: Asst. Manager (IT)

Duties/Responsibilities:

• Customer Support LAN /Server

• Computer Assembling Troubleshooting & LAN Setup etc.

• Hardware Support installation, Network related problem etc.

4. **01/07/2009 (July 1, 2009 - October 30, 2010)**

Darul Ihsan University.

Company Location : Malek Tower, Framgate Annex, Dhaka.

Department: Admission & IT Officer

Duties/Responsibilities:

• Microsoft Office, Setup Windows and

Installation of Software, Printer & File Sharing, Laptop & Desktop pc.

• Computer hardware assemble

maintenance and troubleshoot Networking & Hardware related problem etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bsc in Engineer	Computer Science & Engineering	Atish Dipankar University of Science and Technology	CGPA:3.07 out of 4	2011	3
Diploma Engineering	Computer	Bangladesh institute of information technology biit bogra	CGPA:3.28 out of 4	2008	4
SSC	Science	Shariakandi govt.high school	CGPA:3.38 out of 5	2001	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA	(Cisco Certified Network Associate)	New Horizons	Bangladesh	Dhanmondi	2012	6 month
Industrial Attachment	Hardware & Networking Troubleshooting	Green Velly Computer	Bangladesh	Bogra	2006	6 Month

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 20,000
 Preferred Job Category : IT/Telecommunication, Data Entry/Operator/BPO
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : Banks, Telecommunication, IT Enabled Service, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Public Relation Companies, Engineering Firms, Buying House, Hospital, Pharmaceuticals, Real Estate, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Computer Engineering Network Engineering 	<p> Operating System: Windows XP / 2007 / Vista. MS Word, MS Excel, MS PowerPoint, Photoshop. Data Entry Any Software base Computer assembling troubleshooting and Networking. Hardware Support & System Maintains. Internet Browsing & E-mail. LAN Setup Install any Kind of Software. Network Management for Corporate Office. Switch, Hub, Cabling & Other Related Equipments Maintains. CCNA (Cisco Certified Network Associate) </p>

Extra Curricular Activities:

Participated in Inter Private Polytechnic Institute Cricket Competition 2004,2005,2006
 Participated in Inter Institute Competition on Drama and got 2nd position.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Zillar Rahmna
Mother"s Name : Mst. Romena Begum
Date of Birth : May 31, 1986
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill + Post: Dieghalkand Ps: Sariakandi Dis: Bogra.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Nazmul Haque	Md. Shajahan ALI (lucky)
Organization	: Amin Mohammad Group	SS. Enterprize
Designation	: Deputy Manager (Audit MIS)	Proprietor
Address	: 720 Satmosjid Road Dhanmondi C/A .Dhaka.	Flat No # B-4 House # H-2 Block # E Zakir Hossain Road, Mohammadpur, Dhaka.
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Mobile	: 01811442797	01711390199
EMail	: nazmul_mis@amgbd.com	lucky123@hotmail.com
Relation	: Professional	Relative
