

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

Last Updated : **September 5, 2017**

Md. Rashid-UI Alam

Address: House-60, Lane-2, Ward-5, Atipara, Backside of APS Garments, East Faidabad, Dokkhinkhan, Uttara, Dhaka.
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Career Objective:

Achieving a competitive and challenging job to utilize my academic background and disciplined job environment to enrich professional skill, com

Employment History:

Total Year of Experience : 6.9 Year(s)

1. Officer, IT (July 1, 2017 - Continuing)

The Co-operative Credit Union League of Bangladesh Ltd. (CCULB)

Company Location : Dhaka

Department: IT, Trade & Development

Duties/Responsibilities:

SQL Server Maintenance, Technical Support, Software Customize, Training to user ERP, Payroll & Accounting Software, Maintenance of Database, Various Data Management, Recover damaged data, Data Checking, Data Migration & Data Implementation, Backup and restoring databases, Computer Hardware, Software & Networking Maintenance and Troubleshooting etc.

2. MIS & IT Officer (November 24, 2013 - June 30, 2017)

Johns Hopkins University-Bangladesh (INGO).

Company Location : Niketon, Gulshan-1, Dhaka

Department: Data Management Section

Duties/Responsibilities:

MIS Report & Analysis, SQL Query, Customize Various Software, Training to user, Maintenance of Database, Image Upload of the SQL Server, Various Data Management, Recover damaged data, Data Checking, Data Migration & Data Implementation, Backup and restoring databases, Computer Hardware, Software & Networking Maintenance and Troubleshooting etc.

3. Executive MIS, IT & Sales (January 2, 2013 - November 23, 2013)

Ideal Trading & Associates Ltd

Company Location : 40 New Elephant Road, Dhaka-1205

Department: IT

Duties/Responsibilities:

Technical support, Network Engineer, Computer/Hardware Maintenance & Troubleshooting etc.

4. **Assistant MIS, IT & Admin Officer (January 2, 2012 - January 1, 2013)**

ASM Chemical Industries Ltd.

Company Location : 240, Tejgoan I/A, Dhaka-1208

Department: IT & Administration

Duties/Responsibilities:

Admin, MIS & Technical support, Network Engineer, Computer/Hardware Maintenance & Troubleshooting etc.

5. **Support Engineer (ISP) (January 2, 2011 - January 1, 2012)**

Professionals' System

Company Location : 3/11, Iqbal Road, Mohammadpur, Dhaka-1207

Department: IT

Duties/Responsibilities:

Technical support, Network Engineer, Computer/Hardware Maintenance & Troubleshooting etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master in Information Technology.	Information Technology	Jahangirnagar University	CGPA:3.47 out of 4	2013	1 Years
Bachelor of Computer Science & Engineering	Computer Science & Engineering	Bangladesh University	CGPA:3.71 out of 4	2012	4 years
Diploma in Engineering (Computer)	Computer	Grassroots Collage of Technology, Faridpur.	CGPA:3.3 out of 4	2007	4 years
SSC	Science	Jhenaidah Govt. High School, Jhenaidah.	First Division, Marks :71.1%	1998	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Oracle Training with Real Life Project.	1. Oracle Database 11g. (Installation, Recovery and Performance Tuning). 2. Oracle Developer Suite 10g upgradable to 11g Fusion Middleware. 3. Oracle Developer Suite and Database Installation Tricks and Tips. 4. Oracle SQL (Structured Query Language). 5.	TrainerBD.com	Bangladesh	Mirpur, Dhaka	2017	6 Months

	Oracle PLSQL Program Units.					
Software Development.	Visual Basic-6, SQL Server-2008 & Crystal Report.	EASY SOLUTIONS	Bangladesh	Uttara, Dhaka	2012	3 Months
Computer Hardware Management.	Computer Assembly & Installation, Computer Hardware Trouble Shooting, Network Installation & Solution and Trouble Shooting etc.	Orient Computers	Bangladesh	Motaleb Tower, 8/2 Poribag, Dhaka.	2008	3 Months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 28000
 Expected Salary : Tk. 22,000
 Preferred Job Category : IT/Telecommunication, NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Software Company, IT Enabled Service, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, NGO

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Computer Science/Engineering IT/MIS IT System Management IT Support Service 	<ul style="list-style-type: none"> Office Package LAN & WAN configure, LAN printer Install Hardware & Software troubleshooting Antivirus Software Install & Configure Visual Basic 6.0, SQL Server 2000 & Crystal Reports Basic knowledge of ERP Brand PC configure All Windows Versions 4.0 etc.

Language Proficiency:

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

Personal Details :

Father's Name : Md. Mokbul Hossian
 Mother's Name : Late Mrs. Rabeya Khatun
 Date of Birth : December 12, 1983
 Gender : Male

Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 'Lopa ladge', Kanchonpur, Jhenaidah
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Engr. Uzzal Kumar Prodhan	Md. Munirur Rahman
Organization	: Bangladesh University	Rogress Boeki Co., Ltd
Designation	: Assistant Professor, CSE Department.	Manager
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Relation	: Academic	Professional