

Last Updated : **January 24, 2019**

## **MD. REZAUL KARIM**

Address: Anwar Cement Sheet Limited, Gajaria, Gazaria, Munshiganj  
1510  
Mobile : 01710151812  
email:karimkinfo@gmail.com, karim123mis@gmail.com



### **Career Objective:**

To attain a job as a position which will allow me to apply my knowledge and facilitate me to gain knowledge of the real implications of the business world as well as to prove my potentiality through hard work and efficiency.

### **Career Summary:**

I have been working for the past 5 years in two different companies as an IT Jr.Executive, Executive & Sr. Executive. Currently employed in Anwar Group of Industries responsible for Three factories ( Anwar Cement Sheet Ltd, Anwar Cement Ltd, Anwar Jute Spinning Mills Ltd .) And seeking a new employment opportunity to further enhance my career.

### **Special Qualification:**

1. About 5 years experience in different Company.
2. Competent at managing responsibilities in a high volume atmosphere.
3. Hard working & ambitious.

### **Employment History:**

**Total Year of Experience : 5.1 Year(s)**

#### **1. Senior Executive Group IT (Factory) ( January 1, 2018 - Continuing)**

##### **Anwar Group of Industries**

Company Location : Charbausia, Gazaria, Munshiganj

Department: IT

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

Troubleshooting of all IT related problems instantly, Installation, Maintenance, repair or recover of Network, Sharing, Hardware, Software and Attendance device and other IT devices in the office, Maintenance PC, Configure and Troubleshoot of email clients, Web mail, Microsoft Outlook, Outlook Express, etc. under Windows platform, Monitor network and provides reports of Network Performance and Failures, Attend complain of users and department and Factories on physically or via VNC Team Viewer Remote Access, Set-up and maintenance of Wireless & Wired LAN, VPN, Wireless router, Maintain Server based Antivirus Software, CCTV Maintenance Assemble and Installing, Computer Assemble , Server Maintenance, Tally ERP 9 Maintenance. Install and configure all kinds of new Computer hardware. UPS repairing. Create indent New requires IT items. Prepared yearly IT budget for 3 factories. Train users to keep their PC trouble free

#### **2. Executive Group IT (Factory) ( May 16, 2015 - December 31, 2017)**

**Anwar Group of Industries**

Company Location : Charbausia, Gazaria, Munshiganj.

Department: IT

**Duties/Responsibilities:**

Troubleshooting of all IT related problems instantly, Installation, Maintenance, repair or recover of Network, Sharing, Hardware, Software and Attendance device and other IT devices in the office, Maintenance PC, Configure and Troubleshoot of email clients, Web mail, Microsoft Outlook, Outlook Express, etc. under Windows platform, Monitor network and provides reports of Network Performance and Failures, Attend complain of users and department and Factories on physically or via VNC Team Viewer Remote Access, Set-up and maintenance of Wireless & Wired LAN,VPN, Wireless router, Maintain Server based Antivirus Software,CCTV Maintenance Assemble and Installing, Computer Assemble ,Server Maintenance, Tally ERP 9 Maintenance. Install and configure all kinds of new Computer hardware. UPS repairing. Create indent New requires IT items. Prepared yearly IT budget for 3 factories. Train users to keep their PC trouble free.

**3. Jr. Executive (IT & MIS) ( January 1, 2014 - May 15, 2015)****SIM GROUP**

Company Location : Thakurbari Teac,Masumabad,Bhulta,Rupgonj,Narayangong.

Department: IT & MIS

**Duties/Responsibilities:**

Maintenance PC, Networking, CCTV Maintenance Assemble and Installing,Computer Assemble,Make Management Information System Reports for the production of the factory etc.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma in Engineering	Computer Technology	Habiganj Polytechnic Institute	CGPA:3.19 out of 4	2012	4 Years
Secondary School Certificate (Voc.)	Computer Technology	Jamalpur Technical School & College	CGPA:3.95 out of 5	2008	2 Years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial Attachment	Networking, HTML, My SQL, Computer Fundamentals, Assembling, installing and configure devices, drivers and software.	Bangladesh Atomic Energy Commission	Bangladesh	Savar, Dhaka, Bangladesh	2012	6 Month

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Expected Salary : Tk. 10,000  
 Preferred Job Category : Engineer/Architect, IT/Telecommunication  
 Preferred District : Chattogram, Dhaka, Gazipur, Narayanganj, Sylhet  
 Preferred Country : Germany, Italy, Japan, Sweden, United Kingdom, United States, Australia, Canada, Spain, Switzerland  
 Preferred Organization Types : Telecommunication, Software Company, IT Enabled Service, ISP, Computer Hardware/Network Companies, NGO, Multinational Companies, Engineering Firms, Consulting Firms, Electronic Equipment/Home Appliances, Overseas Companies, Group of Companies

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Computer Engineering</li> <li>• Software</li> <li>• Network Engineering</li> <li>• Computer repairing</li> <li>• Tally ERP 9</li> <li>• IT System Management</li> <li>• IT Support Service</li> </ul>

### **Extra Curricular Activities:**

Competency: Good planning skills, good communication skills, Problem solving ability and can work under pressure.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High
Hindi	Low	Low	Low

### **Personal Details :**

Father's Name : Late. Abdus Salam  
 Mother's Name : Shamsun Nahar  
 Date of Birth : January 1, 1993  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Vill-Beara, Post- Beara Bazar, Jamalpur Sadar, Jamalpur  
 Current Location : Munshiganj

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md. Mojaddidul Islam	Md. Humaun Kabir
Organization	: Rupayan Group	Anwar Group of Industries
Designation	: Asst. Manager (Construction)	Sr.Manager, Group-IT
Address	: Rupayan Center Mohakhali C/A, Dhaka	Baitul Hossain Building, 14th Floor, 27 Dilkusha, Dhaka 1000, Bangladesh.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +880-1911140347	01712633624
EMail	: mojaddid@gmail.com	humaun.kabir@anwargroup.net
Relation	: Relative	Professional

---