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

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MD. RUBEL MOLLIK

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Career Objective:

I want to build up my career in ICT sector where I can fabricate a long term career with opportunities for career growth. I think I am eligible for this sector of IT and I can prove it.

Career Summary:

My career is to become an engineer because I want to do a work that is according to my taste and interest. I have chosen this field because I want to use my skills for the benefit of company. I know there is a tough competition among the Engineer when work in an engineering Technology so I am properly doing hard work.

Special Qualification:

Amicable and politeness
Industrious and punctual
Good communication interpersonal skill.
Ability to work independently and also within a team.
Highly motivated to achieve goal.

Employment History:

Total Year of Experience : 5.8 Year(s)

1. **IT. Executive (April 1, 2017 - Continuing)**

    Masco Industries Ltd.(Composite knit Garments) (Masco Group)
    Company Location : Sataish Road, Gazipura, Tongi, Gazipur
    Department: IT
    Duties/Responsibilities:
    I saw 3 units where have 140-150 PCs.Maintain company's computer network, all computer/PC, Laptops, Scanners, Printers and other IT assets. Maintaining of AD, DSCP and User policy. Router configuration. Wireless Networking by using P2P Access Point, Installation server 2003, 2008, 2012,2016.Configure & Maintenance of Linux Servers Such as File server, FTP Server, DNS Server, Mail Server etc. Administer & Manage Active Directory Server, File Server, Web Server,Database Server,Mail Server and Kaspersky Security Center.Networking, hardware and software maintenance. Connection And Troubling Shooting of IP Phone, IP Camera, CCTV, Video Conferencing Equipment, Access control Device. Troubleshoot Apple Devices & sound knowledge in Mac OS. Troubleshooting all IT relevant issues of user requirements in different OS like Windows7, Windows8, Windows10

Operating System Linux and Mac OS & support to all users for networking. Internet facility and smooth working of desktop, laptop, printer, scanning and e-mail. Troubling shooting and services Printer, Scanner, UPS. Installing & IP Printer troubleshooting Supporting and maintaining ail, anti-spam and virus protection Maintain Security devices Set-up user accounts, permissions and passwords & monitoring network. Troubleshooting email client, such as outlook (all versions), outlook express, Outlook, Office 365 & other Microsoft application software maintain and troubleshooting. Administration of computerized attendance system, Payroll, Maintenance of Finger print machine.

2. **IT. Executive (March 2, 2014 - April 1, 2017)**

1.Mondol Apparels Ltd. 2.Mondol Fashion ltd 3. Mondol Knitting Fashion ltd.(Mondol Group)
Company Location : Shaheen Complex, Plot No. 23 Shatash Road Gazipura, Tongi, Gazipur
Department: IT
Duties/Responsibilities:
Maintain company's computer network, all computer/PC, Laptops, Scanners, Printers and other IT assets. Mikrotik router configuration and maintained, All type of router configuration and installation, Installation server 2003, 2008, 2012. Configure & Maintenance of Linux Servers Such as File server, FTP Server, DNS Server, Mail Server etc. Networking, hardware and software maintenance. Connection And Troubling Shooting of IP Camera, CCTV, Video Conferencing Equipment, Access control Device. Troubleshoot Apple Devices & sound knowledge in Mac OS. Troubleshooting all IT relevant issues of user requirements in different OS like Windows7, Windows8, Windows10 Operating System Linux and Mac OS & support to all users for networking. Internet facility and smooth working of desktop, laptop, printer, scanning and e-mail. Troubling shooting and services Printer, Scanner, UPS. Installing & IP Printer troubleshooting Supporting and maintaining ail, anti-spam and virus protection Maintain Security devices Set-up user accounts, permissions and passwords & monitoring network. Troubleshooting email client, such as outlook (all versions), outlook express, Mail & other Microsoft application software maintain and troubleshooting. Administration of computerized attendance system, Payroll, Maintenance of Finger print machine.

3. **Asst. IT Officer (February 2, 2013 - March 1, 2014)**

Zon Ron Sweaters Ltd. (Zon Ron Group)
Company Location : Nischintapur, Ashulia DEPZ Road Zirabo
Department: IT
Duties/Responsibilities:
setup and maintain company`s computer network system which includes, LAN and WAN, Router Configuration,Troubling Shooting of IP Camera, CCTV, Video Conferencing Equipment, Access control Device, Troubleshooting all IT relevant issues of user requirements in different OS like Windows7, Windows8, internet facility and smooth working of desktop, laptop, printer, scanning and e-mail, Troubling shooting and services Printer, Scanner, UPS. Create Web Mail Address, Configuration Outlook Express, Outlook, Ms Word, Ms Excel, Photoshop, Illustrator.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc	Computer Science & Engineering	Atish Dipankar University of Science and Technology	CGPA:3.51 out of 4	2016	3years
Diploma	Computer	Sirajgonj Polytechnic Institute	CGPA:3.12 out of 4	2012	4 Years
SSC	Electrical	Bahuka Technical High School	CGPA:4.55 out of 5	2008	5 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial Training	Computer Hardware & Networking	Montex Fabrics Ltd	Bangladesh	Kashempur, Nayapara, Gazipur	2011	6 Months

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 30000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Garments/Textile, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: IT Enabled Service, Computer Hardware/Network Companies, Group of Companies

Specialization:

Fields of Specialization

- MS Word/ Excel/ PowerPoint/ OneNote
- LAN/ WAN
- Linux
- Windows XP/ 2000/ ME/ 98
- Windows 2000/ 2003 Server(s)
- Mac OS
- Switches/ Routers
- Adobe Photoshop/ Illustrator

Language Proficiency:

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

Personal Details :

Father's Name	: Md. khalilur Rahman
Mother's Name	: Mst. Bilkis Begum
Date of Birth	: March 7, 1993
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Vill : Bahuka, P.O : Bahuka, Thana&Dist. : Sirajgonj
Current Location	: Dhaka

Reference (s):

Name	: Md. Badruzzaman Badrul
Organization	: Masco Group

Designation	:	Head Of IT
Address	:	Syed Grand Center, Level # 13, 14 &15, Plot # 89, Road # 28, Sector #07, Uttara, Dhaka-1230
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Phone (Res.)	:	
Mobile	:	01678566630
EMail	:	badrul@mascoknit.com
Relation	:	Professional