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MD. TAMIM JAHAN SOURAV

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Bangladesh.
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Career Objective:

More challenging job in dynamic organization able to working any kind of situation with full efforts to use any my knowledge and experience. A position in the field of computers with special interests in information processing, and management system.

Career Summary:

Responsible for System Support,Computer Hardware and Network (LAN & WLAN)Troubleshooting and Solution,
Computer User Support, Software Installation and Support, Email Troubleshooting and support, Printer troubleshooting and solution,N-computing(multi PC) Support. Search Engine Optimization (On-Page/Off-Page), Web Site Traffic Growth, Online Marketing Strategic Consulting Including Online Business Plan & Online Sales Strategy & alos Word-press development.

Special Qualification:

Operating System: Windows-10, 8.1, 7, XP, 98,Me, 95, Linux .Other Packages : Microsoft Word, Microsoft Excel, Microsoft Access,Microsoft Power point, Adobe Photoshop, ETC. Maintenance of Computer : Installation of Software & Hardware.

Employment History:

Total Year of Experience : 5.9 Year(s)

1. **SEO & IT Executive (April 20, 2017 - Continuing)**

Rtv Channel (Bengal Media Corporation Ltd.)
Company Location : BSEC Bhaban (Level-6), 102 Kazi Nazrul Islam Avenue, Karwan Bazar, Dhaka â 1215, Bangladesh.
Department: Rtv Online
Duties/Responsibilities:
(i) Maintain LAN and WAN connections.
(ii) Maintain IT equipment.
(iii) IT Disaster recovery policy and Maintain regular IT Backup.
(iv) Developing and implementing effective search engine optimization (SEO) strategies.
(v) Coordinating content, social media, pay-per-click (PPC) marketing experiences.
(vi) Managing offsite and onsite optimization projects and reporting on performance.
(vii) keyword research & Develop and execute successful SEO strategies.
(viii) Review technical SEO issues and recommend fixes.
(ix) Direct off-page optimization projects (e.g. link-building).
(x) Collect data and report on traffic, rankings and other SEO aspects.
(xi) Custom content management system (CMS), Instant Articles Configuration & Monetization.
(xii) Trending YouTube, Enforcing thousands of views across all of your videos.
(xiii) Business Reputation & Brand Management Include: Increase brand awareness, relevant differentiation, value, accessibility and emotional connection. Be responsible for results against the brand plan.
(xiv) Familiarity with relevant tools (e.g. Conductor, Screaming Frog, MOZ) and web analytics tools (e.g. Google Analytics, WebTrends)
(xvi) Facilitate effective internal communications, Strong attention to detail & Organizational skills.
(xvii) Search Engine Marketing (SEM):
Pay Per Click (PPC) Campaign Management, Multilingual PPC Campaign Management, Landing Page Optimization.

2. **IT Executive (June 5, 2015 - April 16, 2017)**

   Clipping Path Artisan
   Company Location : Sector- 1, Road- 14, House- 9 Flat B-3, (3rd Floor) Jashimuddin Road, Uttara Dhaka, Bangladesh.
   Department: IT
   Duties/Responsibilities:
   (i) Maintain LAN and WAN connections.
   (ii) Maintain IT equipment.
   (iii) IT Disaster recovery policy and Maintain regular IT Backup.
   (iv) Integrate and implement server solutions and server components
   such as web servers, application servers, database servers, authentication servers, core infrastructure services (Proxy, DNS, Mail, etc)
   (v) Market Research & Anaysis.
   (vi) Trouble-shoot hardware, software and network related problems. -Implement and administer archive and backup systems.
   (vii) Taking active roles in investigating and solving the complex problems.
   (viii) On site & Off site SEO.
   (ix) Google Anaytics- (Traffic Analysis) Monitoring & Reporting.
   (x) Competitor Analysis (Monitoring).
   (xi) Create Robot.txt file
   (xii) Yoast SEO and XML Sitemap.
   (xiii) Meta Tags, Image & Content Optimization.
   (xiv) Blogging & Transparent concept.

3. **IT Officer (January 8, 2014 - June 3, 2015)**

Color Experts International.
Company Location : North Tower, 13th Floor, Sector #7(House Building), Uttora, Dhaka.
Department: IT
Duties/Responsibilities:
(i) Installation and maintain about-120-Desktop computer. Setup and maintain company computer network which includes, Fiber optics, Radio link, LAN and WAN network.
(ii) Resolves connectivity problems in the network infrastructure, including cabling, hubs, switches, Mikrotik routers and SMTP server.
(iii) Maintain Mikrotik router for bandwidth control.
Provide IT supports to user end for their Desktops, Laptops, Scanners, Printers and other IT assets as per company IT policy.
(iii) Setup, maintenance & services, repair & upkeep of Desktop PC hardware.
(iv) Printer setup, sharing and troubleshooting.
(v) Installation, maintenance service, repairs MS-Windows Operating System such as Windows XP (Sp-2, Sp-3), Windows-7, Windows 8-8.1, and troubleshooting.
(vi) Email Setup (Microsoft Outlook 2007, 2003), Outlook-Express, Eudora Troubleshooting.
(vii) Expert in recover data from corrupted .pst file.
(viii) Updating inventory of all hardware and software and maintaining proper documentation.
(ix) Experimental Configuration Windows Server 2008 Active Directory Domain Services using VM ware software.
(x) CCTV software installation and maintenance, Experience in payroll software maintenance.
(xi) Collecting raw data from various dept. for ERP, Familiar with ERP establishment process

4. **IT Executive (February 2, 2013 - December 31, 2013)**

Clipping Solution Bangladesh Ltd.
Company Location : House No-1, Road No-1, Block-G, Banashree, Rampura, Dhaka-1219.
Department: IT
Duties/Responsibilities:
(i) Installation and maintain about 100 Desktop computer.
(ii) Maintaining local area network which include fiber optics, Switch and Router.
(iii) Installation Printer, Scanner and Troubleshooting.
(iv) Installing, Configuring & Administering Mail Server, SMTP Gateway Server, IIS, FTP, HTTP, Linksys VPN Router, Corporate Anti Virus Edition, Wireless Broadband routers/ access point, etc.
(v) Network Security & Management.
(vi) CCTV configuration & monitoring and DVR setup & recording.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Science (BSc)	Computer Science & Engineering	Dhaka International University	CGPA:2.75 out of 4	2017	4 years
Diploma in CSE	Diploma in computer science & engineering	Sherpur polytechnic institute	CGPA:3.26 out of 4	2011	4th YEAR
SSC	Science	Abdus Samad Memorial Academy,Jessore	CGPA:3.33 out of 5	2006	2 Year

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
SEO (Search Engine Optimization)	Practical SEO	BASIS	Bangladesh	BDBL Bhaban, Kawran Bazar, Dhaka.	2015	1 Month
CCNA Certification in Networking (Switching & Routing).	Network Installation & Configuration.	New Horizons.	Bangladesh	Dhanmondi, Dhaka.	2014	6 Month.
Industrial Training	SQL Server 2008, Visual Studio-2008, C#.Net.	Optimal IT Solution.	Bangladesh	Mohammadpur, Dhaka.	2010	6 Month.

Professional Qualification:

Certification	Institute	Location	From	To
SEO (Search Engine Optimization)	BASIS	BDBL Bhaban Kawran Bazar. Dhaka.	November 11, 2015	December 13, 2015

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 17,000
Preferred Job Category : Engineer/Architect, IT/Telecommunication, Chef/Cook
Preferred District : Anywhere in Bangladesh.
Preferred Country : Germany, Greece, India, Italy, Japan, Kenya, Australia, Canada, Hong Kong, Kuwait
Preferred Organization Types : Banks, Telecommunication, Design/Printing/Publishing, Software Company, Computer Hardware/Network Companies, Engineering Firms, Architecture Firm, Garments Accessories, Developer, Call Center

Specialization:

Fields of Specialization	Description
• Network Engineering • Software • Computer Engineering • Industrial & Production Engineering • Telecommunication • Windows 2000/ 2003 Server(s) • Windows Administration • Cisco • Search Engine Optimization	-Website: Website Analysis, Google Console & Competitor Analysis. -Networking: LAN, MAN, WAN, (Server 2003/2008/2012). -Hardware: All kinds of hardware troubleshooting, Software Maintenance. -Databases: SQL Server 2005 & 2008. -Graphics: Adobe Photoshop. -SEO, SMM: Basic SEO & Keyword Research, On-page & Content Optimization, Off-Page & Wordpress SEO Plugin, Compitition Analysis, Google Search Console, Google Analytics and Monetization.

Extra Curricular Activities:

Playing Guitar, Writing Song, Cricket & Football, Tours & Traveling, Reading Novel & Visit Natural Sight.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

Personal Details :

Father"s Name   : Late Md. Boshir Uddin
Mother"s Name   : Mrs. Muslima Begum
Date of Birth   : June 13, 1989
Gender   : Male
Marital Status   : Married
Nationality   : Bangladeshi
Religion   : Islam
Permanent Address   : Vill-Khorarchar, Post-Roayil, Thana-Dhamrai, Dist-Dhaka.
Current Location   : Dhaka

Reference (s):

	Reference: 01	**Reference: 02**
Name	: Md. Anwar Hossain.	Md. Shamim Ahammed
Organization	: Seapearl Beach Resort & Spa Ltd.	Oployeelabs Ltd.
Designation	: System Engineer.	Software Engineer.
Address	: FR Tower (18th Floor), Banani,Dhaka.	House 16 (3rd Floor), Block-F, Road-12, Niketan Housing society, Dhaka-1212.
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Relation	: Professional	Professional