

Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **November 5, 2016**

Md. Ziaur Rahman

Address: Md. Ziaur Rahman 'Six Season Hotel Ltd. Sr. IT Executive, House-19, Road-96, Gulshan-2, Dhaka.
Office Phone : +8801987009827
Mobile : +8801626946336
email: cse.zia@gmail.com, zia.rahman@sixseasonshotel.com



Career Objective:

I am looking for a position in your organization where I would be able to utilize my qualification and activate myself though growth-oriented activate in the most updated way.

Career Summary:

Total I have 5 Years Experience as a IT Offcier. 2 Years Computer Operator and Office Management. One year CPU Solution Hardware, Software in CPU Solution Center. Now Sr. IT Officer & HR in Mission Group from 01 Year 6 month. Please I want to prove my Merit. I think I`m Perfect for that post. If you give change to me then I want to do something.

Special Qualification:

IT- Work, Graphic Design, Software and Hardware Problem solution, IP Phone Support, CCTV Support, Above all work of Computer & I also can do the work of HR.

Employment History:

Total Year of Experience : 10.5 Year(s)

1. Sr, Executive IT (July 7, 2013 - Continuing)

SIX SEASON HOTEL LTD.

Company Location : House-19, Road-96, Gulshan-2, Dhaka.

Department: IT

Duties/Responsibilities:

- Maintenance and troubleshooting of Computer Hardware & Software Solution.
- Installing and maintaining the Wi-Fi, LAN & WAN Network.
- Installing and maintaining PBX 348pcs IP Phone (AVAYA & Grand Stream for Customer Service & Office user National & International Call.
- Maintaining all floors & Gust Room Wi-Fi Network user access point and configuring all access point, D-Link, TP-Link, Netgear, Nortel switch & access point, Cisco switch, En-Genius Router.
- Installing & maintaining 128pcs CCTV use 8 pcs DVR Card.
- Maintaining the Hotel Management Software.
- Maintenance All of the room Door Lock Key, Floor Key, Master Key & Grand Master Key by the Dialog Software (Hafele Device).
- Maintenance all Desktop, Laptop, Photocopy Machine, Scanner & Printer, Server.
- Installing and Maintenances of 2003 Mail Server,
- Installing Operating System Microsoft XP, 7, 2000, 2003 (Server), 2008 R2 (Server), Microsoft Office 7, 2010 and all other related software install, PC Problem Solution.
- Maintained all IT operations day to day.

- Configuring and networking with router and manageable & Non-manageable switch.
- Maintenance Access Control Machine for Attendance (Thumb Machine).
- Maintenance Management Software & Tally Software.
- Adobe Photoshop-7, Illustrator, use all of the Company Design.
- Maintenance the Microsoft Office Outlook and Outlook Web App for Internal and External communication in our office.
- Maintain Leave register with software, Leave form and Register.
- Ensure virus protection using different antivirus.

2. **IT Executive (July 1, 2012 - June 30, 2013)**

AZIZ GROUP

Company Location : 240, Tejgaon Industrial Area

Department: IT

Duties/Responsibilities:

- Maintenance and troubleshooting of Computer Hardware & Software Solution.
- Installing and maintaining the LAN & WAN Network.
- Maintenance all Desktop, Laptop, Photocopy Machine, Scanner & Printer.
- Installing Xp2000, windows 2003, LAN, all software Install, PC Problem Solution.
- Configuring and networking with router and manageable switch.
- Maintenance Access Control (Thumb Machine).
- Maintenance C.C Camera. Find out the problem & solve that.
- Maintenance Quick Book software, Management Software & Tally Software.
- Adobe Photoshop-7, Illustrator, use all of the Company Design.
- Maintenance the Outlook express for Internal Communication in our office.
- All Employee MIS Report submit after Last day of every month.
- Computer Operating sent out of different country.
- Basic design of Auto cad work.
- Maintain Leave register with software, Leave form and Register.
- Maintain the Board Meeting Regulation.
- I also give the logistic support and outdoor work.
- Ensure virus protection using different antivirus.

3. **Executive IT (February 15, 2009 - June 30, 2012)**

Mission Group

Company Location : Road- 02, Sector-03, Uttara, Dhaka-1230.

Department: IT

Duties/Responsibilities:

- Maintenance and troubleshooting of Computer Hardware & Software Solution.
- Installing and maintaining the LAN & WAN Network.
- Maintenance all Desktop, Laptop, Photocopy Machine, Scanner & Printer.
- Installing Xp2000, windows 2003, LAN, all software Install, PC Problem Solution.
- Various type of Mail sent, receive with Uttaran Member and Computer Operating is very fast and smart with challenging.
- Configuring and networking with router and manageable switch.
- Maintenance Access Control (Thumb Machine).
- Maintenance C.C Camera. Find out the problem & solve that.
- Maintenance Quick Book & Tally Software.
- Adobe Photoshop-7, Illustrator, Adobe Premier for Make Photograph & Paper Add.
- Maintenance the Outlook express for Internal Communication in our office.
- All of the Marketing Promotional Work.
- Make the different type of Regulation.
- Maintain the work order, Demand note, Notices all employees for any unwanted work.
- Maintain Leave register with software, Leave form and Register.
- Maintain the Board Meeting Regulation.
- Give the support of Telephone PBX.

- Maintain the attendance by the attendance Machine and register.
- Ensure virus protection using different antivirus.

4. **Credit Officer (Part Time) (July 1, 2008 - January 31, 2009)**

Green Hope Multipurpose Co-Operative Society Ltd.

Company Location : Ibrahimpur, Kasukhet, Dhaka cant, Dhaka.

Department: Credit & IT

Duties/Responsibilities:

- Maintenance and troubleshooting of Computer Hardware & Software Solution.
- Installing and maintaining the LAN Network.
- Different type of Name Entry & Data Posting.
- Ensure virus protection using different antivirus.
- Monthly Report represent by the slide make of Power Point.
- Installment Collection from each client (100% Target Base).
- Maintenance and troubleshooting of Computer Hardware & Software Solution.
- Two days outdoor works in field for Collection & Open for new projects.
- Maintain of Collection Sheet, Distribution Sheet, Register, all type of application, Weekly Report, Monthly Report, DPS Member collection & I also maintain good communication with whole client.

5. **TRAINER OFFICER (March 1, 2004 - January 31, 2005)**

CPU SOLUTION

Company Location : RANGPUR

Department: IT

Duties/Responsibilities:

- Maintenance and troubleshooting of Computer Hardware & Software Solution.
- Maintenance all Desktop in CPU Solution Center.
- Ensure virus protection using different antivirus.
- I have Given Training 50 Students on MS Word, MS Excel, Access & Power Point.
- I have to made different type of question of school & college.
- Different type of application.
- Different type of official work.
- Different type of Land Agreement Deed.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Sc in CSE	Computer Science & Engineering	Dhaka International University	CGPA:3.63 out of 4	2010	1 Year	I got Scholarship one time
B.Sc in CSE	Computer Science & Engineering	Dhaka International University	CGPA:3.84 out of 4	2009	4 Years	I have 6 time Scholarship there.
HSC	Science	Taragonj O/A Degree college.	CGPA:3.3 out of 5	2004	2 Years	Good
SSC	Science	Barati High School	CGPA:3.75 out of 5	2001	2 Years	Good

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Networking, H.W	Computer HW &	IT Bangla	Bangladesh	Dhaka.	2005	6 Months

& S/W, MS office management, Internet, Graphics Design, Now Training CCNA.	SW, NETWORK, GRAPHICS DESIGN, ALL OF THE ADMIN BASE WORK.					
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Professional Qualification:

Certification	Institute	Location	From	To
SR. SYSTEM & NETWORK ENGINEER	SIX SEASON HOTEL LTD.	GULSHAN-2, DHAKA.	September 7, 2013	March 12, 2016

Career and Application Information:

Looking For	: Top Level Job
Available For	: Full Time
Present Salary	: Tk. 25000
Expected Salary	: Tk. 20,000
Preferred Job Category	: IT/Telecommunication, Design/Creative, Mechanic/Technician
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Italy, Lebanon, Malaysia, Qatar, Sudan, Canada
Preferred Organization Types	: Banks, Telecommunication, IT Enabled Service, Computer Hardware/Network Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> IT Support Service Telecommunication Service 	Computer Work of Basic Network, Hardware, Software, Graphic design, MS office & HR work.

Extra Curricular Activities:

Computer

Language Proficiency:

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

Personal Details :

Father's Name	: Md. Jobayied Hossain
Mother's Name	: Mrs. Monoara Begum
Date of Birth	: September 19, 1985
Gender	: Male
Marital Status	: Unmarried
Nationality	: Bangladeshi
Religion	: Islam

Permanent Address : Md. Ziaur Rahman, Md. Jobayid Hossain, Vill- Menanogor, Ekorchali, Taragonj,
Rangpur, Bangladesh.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Rofiqul Islam	1. Sergeant Fattahuzzaman
Organization	: Square Pharmaceuticals Ltd.	Dhaka Cantonment
Designation	: Manager	Dhaka DAT-DGFI
Address	: Mirpur-10, Dhaka.	Dhaka -1206
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01730335441	Cell: - 01814653281
EMail	:	
Relation	: Relative	Family Friend