

Last Updated : **January 9, 2019**

MD. SUJAN KHAN

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Career Objective:

A Diploma (Computer) position which will utilize my ability to perform complex financial analysis, strong organizational skills and extensive career to the fullest in order to maximize organization effectiveness.

Career Summary:

Communicative, self motivated, diligent and punctual. Able to work in-group and individual working environment. Adoptive to new environment & technology and quick learner. Have excellent managing power & hard worker.

Special Qualification:

Microsoft Office, Networking, Adobe Photoshop ,
Adobe Illustrator, Hardware.

Employment History:

Total Year of Experience : 4.5 Year(s)

1. **Asst. Officer(IT) (January 12, 2016 - Continuing)**

NAZ

Company Location : Bishuya Kuribari, Mirzapur, Gazipur.

Department: IT

Duties/Responsibilities:

1. PC Troubleshooting and network configurations.
2. Windows installations.
3. CC TV Setup Maintenance & Monitoring.
4. Repairing all Type of CPU, Printer & Online-Offline UPS.
5. Work ERP software at inventory system.

2. **MIS Officer (January 6, 2016 - June 11, 2017)**

CA Knitwear

Company Location : Vhobanipur, Gazipur, Bangladesh.

Department: IT

Duties/Responsibilities:

1. Production follow up each line.
2. To collect hourly production status from every line.
3. To maintains proper communication and send production report to respective person.
4. To give entry of production data into the software regularly.
5. To maintains Hardware and network.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|---------------------------------|---------------------|---|--------------------|----------|----------|---|
| Diploma in computer Engineering | computer | Sylhet Polytechnic Institute | CGPA:2.83 out of 4 | 2016 | 4 years | Diploma in computer Engineering Certificate |
| SSC | computer | Velayet Hossain Bahumukhi Uchcha Bidyalay | CGPA:4.38 out of 5 | 2011 | 2 years | S.S.C Certificate |

Professional Qualification:

| Certification | Institute | Location | From | To |
|-------------------------|-----------------|----------------------|-------------------|-------------------|
| professional networking | Open IT Limited | Mirpur-10,Dhaka-1216 | September 1, 2015 | November 30, 2015 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 13000
 Expected Salary : Tk. 16,000
 Preferred Job Category : Engineer/Architect, IT/Telecommunication, Graphic Designer
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : American Samoa, Greenland, Ireland, Japan, New Zealand,
 : Australia, Belgium, Canada, France, Mexico
 Preferred Organization : IT Enabled Service, Engineering Firms
 Types

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | High | High | High |

Personal Details :

Father"s Name : Md. Aiyob khan
 Mother"s Name : Rina Begum
 Date of Birth : June 15, 1996
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Current Location : Gazipur

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|-----------------------------|-----------------------------------|
| Name | : Md. Nur Alam Mirdha | Md.Kamruzzaman |
| Organization | : Education | Navana group |
| Designation | : Upazila Education Officer | Sr.Executive Navana furniture Ltd |
| Address | : Sadar, Mymensingh | Mirpur-1,Dhaka-1216 |
| Phone (Off.) | : | |
| Phone (Res.) | : | |
| Mobile | : 01716162181 | 01715221463 |
| EMail | : | |
| Relation | : Academic | Academic |

