

Last Updated : **May 2, 2018**

MINTU SARKAR

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Career Objective:

To have a challenging career in Information and Communication Technology(ICT) ,as a responsible professional with the best of my knowledge, experience, skills, efforts and honesty to develop the Organization and myself as well.

Special Qualification:

B.Sc in Computer Science and Engineering.

Employment History:

Total Year of Experience : 13.0 Year(s)

1. Officer (August 16, 2017 - Continuing)

The Christian Co-operative Credit Union Ltd., Dhaka

Company Location : Father Charles J.Young Bhaban, 173/1/A East Tejuri Bazar, Tejgaon, Dhaka.

Department: ICT

Duties/Responsibilities:

1. Listen carefully member"s problem & try to solve the problem politely.
2. Maintain CCCUL Computer troubleshoot, printer, Reco for Attendance device, solve any kind of error from computer. Vigilance Device for Member"s Rfid Card, Zebra Printer maintenance and hardware troubleshoot, Network Troubleshoot.
3. Save the necessary office files and activities. Be familiar, OS: Windows xp, Server 2003, Windows 7, Windows 8 & 8.1, Windows 10, Windows Server 2008.
4. Maintain routine to diagnose for computer and Accessories devices of CCCUL Head Office and Service center"s Display Computer and TV with HDMI Cable with edit Display Software (tools) as per required.
5. Based on the new requirement of departments, R&D report create for "Credit Solution Software" and contact with vendor to implement using email with cc copy as per required.
6. Ensure Data Backup and Maintain portable hard disk for "Credit Solution Software & Shop CCCUL Software.

2. IT Officer (June 22, 2016 - August 3, 2017)

Nassa Basics Ltd.

Company Location : 4 Toyebpur, Zirabo, Ashuliya, Dhaka.

Department: IT

Duties/Responsibilities:

- (1). I operate and maintain SIGMA Software of Company for the purpose of preparing Salary sheet, Worker database, Worker attendance.
- (2). PC Assembling and Re-Assembling , Networking, Trouble shooting, Networking device setup, connection and maintenance
- I Solve all kinds of problem of PC.

3. **Team Leader of Learning and Earning Development Project of ICT Division of Govt. (February 5, 2015 - May 31, 2016)**

Foreign Study Counseling & Training Centre.

Company Location : Palladium Market (2nd Floor) House- 01, Road- 95, Gulshan-2, Dhaka.

Department: Learning and Earning Development Project of Govt.

Duties/Responsibilities:

I am Team Leader of Learning and Earning Development Project of ICT Division of Govt. Work Principle of Project: Free ICT Training, The Training Module is- (1) Computer Operating. (2) Concept of Hardware and Networking. (3) MS Office- Word, Excel, Power Point. (4) Software Install and Uninstall. (5) Windows Install. (6) Internet Browsing. (7) Concept of Online Business and Out Sourcing. (8) Photoshop & Multimedia.

4. **System Support Engineer. (March 2, 2008 - February 5, 2015)**

Sumcynet Ltd.

Company Location : Summit Center, 18, Kawran Bazeer, Dhaka-1215.

Department: IT

Duties/Responsibilities:

Description of Duties and Responsibilities:

- (1). PC Assembling and Re-Assembling, Networking, Trouble shooting, networking device setup, connection and maintenance. I solve all kinds of problem of PC.
- (2). CCTV Camera Setup and maintenance.
- (3). DVR Card Setup and Maintenance.
- (4). I Control all CCTV Camera of Power Plant.

5. **Instructor (Computer). (January 6, 2006 - March 1, 2008)**

Grassroots Collage of Technology, Faridpur.

Company Location : Grassroots Collage of Technology, Faridpur

Department: CSE.

Duties/Responsibilities:

Description of Duties and Responsibilities:

- (1). I teach of CSE departmental Subjects and Combined Subjects. Those Subjects are Digital Electronics, Data Communication and Networking, Data Structure and Algorithm, Visual Basic, Micro Processor, System Analysis and Design, Math, Physics etc.
- (2). I teach of CSE departmental practical subject. Such as: - Hardware, Network, Make Digital Circuit, Visual Basic Programming and others practical related subject.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.Sc in Computer Science and Engineering.	Computer Science & Engineering	Atish Dipankar University of Science and Technology	CGPA:3.52 out of 4	2013	4 years	Hardware & Networking, CCTV Camera Setup, HTML 5, CSS 3, PHP, ASP.Net, Java, Visual Basic, My SQL.
Diploma-in-Computer Science and Engineering.	Computer	Grassroots College of Technology, Faridpur.	CGPA:3.6 out of 4	2007	4 years	Hardware & Networking, CCTV Camera Setup, HTML 5, CSS 3, PHP, Java, Visual Basic, My SQL.
SSC	Science	J.K.M.B Mallick High School.	Second Division, Marks :58%	2000	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Microsoft Technical Certification	Web Development, Desktop Base Software Development, Web Base Software Development.	New Horizons	Bangladesh	Dhanmondi, Dhaka-1206.	2018	Continue
Cyber Security Essential	Introduction to Security, Securing Operating System, Malware & Antivirus, Internet Security, Security on Social Networking Sites, Securing Email Communications, Securing the Cloud, Securing Network Connections, Data and Disaster Recovery.	Bangladesh Computer Council (BCC)	Bangladesh	Bangladesh Computer Council, Agargaon, Dhaka	2017	1 Month
Web Development.	HTML5, CSS3, PHP	Nita	Bangladesh	Jatrabari, Dhaka.	2011	6 Months
Hardware & Networking	Operating System, PC Assembling and Re-Assembling , Trouble shooting, Networking, Networking device setup, connection and maintenance, Windows Server.	Grassroots IT Ltd.	Bangladesh	Panthapath, Dhaka.	2006	6 Months

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
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Telecommunication, College, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Multinational Companies, Engineering Firms, Buying House, Real Estate, Group of Companies, Share Brokerage/ Securities House

Specialization:

Fields of Specialization	Description
• C/ Turbo C • CSS • HTML/ DHTML • JavaScript • LAN/ WAN • MS SQL Server • MS Word/ Excel/ PowerPoint/ OneNote • OS/ 2 • PHP • Visual Basic 6.0	ï¿½ Hardware.(PC Assembling and Re Assembling , Networking, Trouble shooting. I can Solve all kinds of problem on the PC.) â¿¢ Networking. (All kinds of networking device setup, connection and maintenance.) â¿¢ Windows Server. â¿¢ Operating System. (Windows- XP, Windows -7, Windows-8). â¿¢ Google Searching. â¿¢ Internet Browsing & E-mailing. â¿¢ Software and Utility Software. â¿¢ CCTV Camera Setup and Maintenance. â¿¢ DVR CARD Setup and maintenance. â¿¢ Team Viewer Software. â¿¢ Office Software. ï¿½ HTML 5, CSS 3, PHP, ASP.Net, Java, Visual Basic, My SQL, C, C#. â¿¢ Web Page Design & Web Page Development â¿¢ Graphics & Multimedia Software. : Adobe Photoshop, Adobe Illustrator, Ulead-10, Video Editor, Adobe Premier.

Extra Curricular Activities:

ï¿½ Hardware.(PC Assembling and Re Assembling , Networking, Trouble shooting. I can Solve all kinds of problem on the PC.) â¿¢ Networking. (All kinds of networking device setup, connection and maintenance.) â¿¢ Windows Server. â¿¢ Operating System. (Windows- XP, Windows -7, Windows-8). â¿¢ Google Searching. â¿¢ Internet Browsing & E-mailing. â¿¢ Software and Utility Software. â¿¢ CCTV Camera Setup and Maintenance. â¿¢ DVR CARD Setup and maintenance. â¿¢ Team Viewer Software. â¿¢ Office Software. ï¿½ HTML 5, CSS 3, PHP, ASP.Net, Java, Visual Basic, My SQL, C, C#. â¿¢ Web Page Design & Web Page Development â¿¢ Graphics & Multimedia Software. : Adobe Photoshop, Adobe Illustrator, Ulead-10, Video Editor, Adobe Premier

Language Proficiency:

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

Personal Details :

Father"s Name : Kartik Sarkar
 Mother"s Name : Sandha Rani Sarkar
 Date of Birth : October 20, 1983
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Sanaton (Hindu)
 Permanent Address : Vill- Fulkumary, P.O- Jalirpar, P.S- Muksudpur, Dist- Gopalganj.
 Dhaka, Bangladesh.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: LT. General Jahangir Alam Chowdhury (RETD.)	Sudhan Gain
Organization	: Govt.	The Christian Co-operative Credit Union Ltd.
Designation	: LT. General (RETD.)	CO (Chef Officer)
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Relation	: Relative	Relative
