

Last Updated : **October 9, 2018**

MIR MEHEDI HASAN RAYHAN

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Career Objective:

To work in a reputed organization where there is opportunity to work with people in an environment of passion & excellence, keeping in touch with the modern communication system & the vast world of Information Technology.

Career Summary:

To work in a growing vision oriented organization with excellent career growth prospects where intensive study, research work, leadership ability, decision making skill, organizational discipline orientation and creative problem-solving qualities are the key factors for success and to enhance my knowledge in Networking with highly efficient workgroup, by utilizing my talent & Skills and aspire to carve my career as a Senior System/Network Engineer.

Special Qualification:

Cisco Certified Network Association Exploration (CCNA-E)
Under Shahjalal University of Science & Technology (SUST), Sylhet.

Employment History:

Total Year of Experience : 8.8 Year(s)

1. **Information Security Manager (September 1, 2018 - Continuing)**

Shafi Consultancy Bangladesh

Company Location : Sylhet

Department: IT

Duties/Responsibilities:

Functional Tasks and Responsibilities:

- 1) Keep up-to-date with the latest information technology security trends.
- 2) Monitor the organization's networks for security breaches and investigate violations when they occur.
- 3) Develop and manage Information System's Cyber Security and best practices for the organization.
- 4) Direct the installation and use of security tools (e.g., firewalls, data encryption), to protect sensitive information.
- 5) Recommend security enhancements to IT Management.
- 6) Develop and deliver Information security standards, best practices, architecture and systems to ensure information system security across the organisation.
- 7) Implement procedures and methods for auditing and addressing non-compliance to information security standards.
- 8) Design, implement, and maintain the organization's cyber security plan.
- 9) Ensure that IT security audits are conducted periodically or as needed (e.g., when a security breach occurs).
- 10) Be part of company committees
- 11) To develop and maintain the information security policy and accompanying standards, procedures and guidance.
- 12) To promote security awareness by developing and implementing a security awareness and training programme.
- 13) Respond to enquiries from staff and provide security advice as required.

Administration:

- 14) Manage timekeeping according to agreed hours
- 15) Record all times in the timesheet and submit on time
- 16) Attend internal team and project meetings
- 17) Attend client meetings

2. Network Administrator & IT Officer (September 16, 2014 - Continuing)

Shafi Consultancy Bangladesh

Company Location : Sylhet

Department: IT

Duties/Responsibilities:

- 1) Manage Company IT Network Infrastructure and ensure maximum network security & up-time.
- 2) Assist in planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware, software and communication links.
- 3) Installing and configuring computer hardware, operating systems and applications.
- 4) Providing support including procedural documentation and relevant reports.
- 5) Taking scheduled backup.
- 6) Repairing equipment and replacing parts as required.
- 7) Planning and undertaking scheduled maintenance upgrades.
- 8) Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
- 9) Ensuring getting good value for money and a reliable service from service providers including telephones and broadband, copier machine.
- 10) Maintaining inventory of important IT kit, responsibility for sign in/out by staff etc.
- 11) Providing basic training for use of our systems to new staff.
- 12) Providing training to Trainee IT Officer.
- 13) Ensuring network security.
- 14) Testing and evaluating new technology.
- 15) Supervising junior engineer and Technical Staff.
- 16) Maintaining records of software licenses.
- 17) Build expert knowledge in the industry and conveys knowledge to others.
- 18) Creating and updating IT related SOP when needed.
- 19) Planning and Configuring IT Infrastructure. Configuring Router / Switch, DNS server, Web server, Proxy Server, VPN server, VOIP server, Active Directory server, NAS server, etc.

3. Lecturer (September 1, 2013 - September 15, 2014)**Dhakadakshin Degree College.**

Company Location : Dhakadakshin, Golapgonj, Sylhet.

Department: ICT

4. IT Executive (June 6, 2012 - September 30, 2014)

Staff India

Company Location : Sahjalal Uposohor, Sylhet, Bangladesh

Department: IT

Duties/Responsibilities:

1) Manage Company IT Network Infrastructure and ensure maximum network security & up-time.

2) Assist in planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware, software and communication links.

3) Analyze and resolve end user network related problems in a timely and accurate fashion and provide end user training where required.

4) Willingness to work in a team and ability to prioritize and manage multiple assignments.

5) Maintained over 100 workstations, involved diagnosing, troubleshooting, repairing and debugging problems on networking equipments and/or software.

6) Deployed new end system and configured them as per requirement

7) Responsible for technical documentation for future reference.

8) NComputing Server, terminal Management, installation, troubleshoot, maintenance.

9) Checking the network topology before the site is designed and implemented.

10) Working on tickets that come into the Ticketing system.

11) Read the logs of the ticket open by the user and troubleshoot accordingly.

12) Interacting directly with end user in resolving their issues.

13) Configure & troubleshooting VPN server (PeerVPN / OpenVPN).

14) Manage, Monitor & troubleshoot US and UK based VPS/openVZ server

15) Configuring LAN, WAN, Wireless and edge security equipment.

16) Providing daily operational support and system administration for core network infrastructure.

17) Monitoring network performance.

18) Ensuring that service level agreements are met.

19) Mentor other engineers on advanced troubleshooting, debugging and case management skills.

Award: Employee of the month award and performance certificate has been received for the month of March 2014.

5. Data Entry Operator (October 20, 2007 - June 21, 2008)**Bangladesh Election Commission****Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc Engg.	Electrical & Electronic Engineering	Sylhet International University, Sylhet	CGPA:3.33 out of 4	2012	4 year
HSC	Science	M.C. College	CGPA:3.6 out of 5	2007	2
SSC	Science	Rifles Public School, Sylhet	CGPA:4.56 out of 5	2005	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Cisco Certified Network Association Exploration (CCNA-E)	Network Fundamentals , Routing Protocol and Concepts , LAN Switching and WirelessAccessing the WAN,	Shahjalal University of Science & Technology (SUST), Sylhet	Bangladesh	Sylhet	2009	1 year

Professional Qualification:

Certification	Institute	Location	From	To
Certified Information Security Manager (CISM)	udemy.com	Online Course	June 27, 2018	June 30, 2018
Cisco Certified Network Association Exploration (CCNA-E)	Shahjalal University of Science & Technology (SUST), Sylhet	Sylhet	June 15, 2009	June 14, 2010

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 50000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Engineer/Architect, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : China, Germany, Greece, Italy, Japan, Cyprus, Denmark, Finland, France, Georgia
 Preferred Organization Types : Banks, Telecommunication, IT Enabled Service, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Engineering Firms, Garments, Buying House, Airline, Electronic Equipment/Home Appliances, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Computer Engineering • Electrical/ Electronics • Mechanical • Network Engineering • Neval/ Marine • Power Generation • Telecommunication 	CSS, HTML, PHP, JQuery, MySQL etc http://www.floydwingsandgrill.com http://www.searchgroupbd.com

Language Proficiency:

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

Personal Details :

Father"s Name : Mir Mujahid Ali
 Mother"s Name : Sharifa Khatun
 Date of Birth : November 16, 1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam (Sunni)
 Permanent Address : Sharifa Kuttir, House No-6, Block-B, Mohammadi R/A, Akhaliya, Sylhet
 Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: A. S. M. Iftekhar Uddin	Prof. Dr. Susanta Kumar Das
Organization	: Metropolitan University, Sylhet	Sylhet International University, Sylhet, Banglade
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