

Last Updated : **July 5, 2018**

MOHAMMAD PARVEZ

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Career Objective:

To get the change for doing the best performance of my capability adjoining your company and to do something best for your company with my fresh knowledge as an Engineer with hard work.

Career Summary:

- 1.Manager & IT instructor,RTTI,still now,
- 2.Office Administrative. FAREEQ AL AMEER TRADING @ CONTRACTING W.L.L. DOHA .QATAR From 10 april 2015 to 08 jun 2016.2.Data Entry Operator: UCEP-Bangladesh, Kalurghat, Chittagong from 20 October, 2013 to 30 December, 2013(contractual).
- 3.IT Instructor: Sukhi Bangla Foundation, Rangunia, Chittagong from 14 June 2010 to 19 March 2013.
- 4.Service Engineer: Mahi Engineering Automobiles, Baridhara, Dhaka from 25 March 2008 to 21 September 2

Special Qualification:

- * Having a friendly & professional manner.
- * Good managing and communication skills.
- * Can work very well in any environment.
- * Physical fit and able to walk around long period as well as do lift.
- * presentation always well smartly dressed.

Employment History:

Total Year of Experience : 11.6 Year(s)

1. Assistance principal & IT instructor. (November 1, 2017 - Continuing)

Rangunia Technical Training Institute,

Company Location : Rangunia,Chittagong.

Department: Computer Trade

Duties/Responsibilities:

- *To perform computer fundamental (history of computer,numbering system,basic gate,programming c,html)
- *To perform the graphic design (adobe photoshop cc & adobe illustrator cc,indesign)
- * To perform the hardware (assembling, Bios setup & Trouble shooting)
- * Engineering drawing Auto cad-2d,
- * To perform sustain & serve this institute.

2. IT Instructor (October 20, 2013 - Continuing)

Ucep-Bangladesh

Company Location : Kalurghat-Chittagong

Department: IT

Duties/Responsibilities:

- * To perform assigns records and sort information according to their type.
- * All branch data collect to modify file to file.
- * To learn graphics design (adobe photoshop cc & illustratoe cc) auto cad-2d,programming c,
- *Follow the software & according all data timely upload.
- * Maintain the all computer trouble shooting problem

3. Office Administration (April 10, 2015 - July 1, 2016)**Fareeq Al Ameer Trading @ Contracting w.l.l**

Company Location : Muaither,Doha,Qatar.

Department: Office

Duties/Responsibilities:

- 1.To perform monitor &authorize all side work.
- 2.To perform the many company deal about discuse to get work agreement.
- To maintain all records managment.administration. control.
- 4.To perform every month"s make all worker salary update to online.
- To perform all workers database file keep computer up to date.
- 5.To perform All country working visa processing in online.visa approval,exit permit etc.

4. IT Instructor (March 13, 2010 - August 10, 2013)**Shkhi Bangla Foundation**

Company Location : Rangunia-Chittagong

Department: Computer

Duties/Responsibilities:

- *To perform responsible for co-ordination with concerned office manner regarding cheeking and updating of documentation.
- *To perform the IT teach all student such computer fundamental,word,Excel,Data base,power point,front page,Internet browsing,Graphics design (Adobe Photoshop & illustration),computer aided design (2d).
- *To learning the hardware ,connect lan to many computer.
- *Also teaching the installation Windows (xp,7-10 & others software).
- *To perform about climate change program .
- * All worker data base presentation the multimedia projector.
- * To working aspart of a team and assisting colleagues when necessary.

5. Service Engineer (January 2, 2008 - June 4, 2008)**Mahi Engineering Automobiles**

Company Location : Baridhara-Dhaka

Department: Office

Duties/Responsibilities:

- * To perform greeting customer with a smile and creating friendly.
- * To perform good thinking customer from any trouble her vehicles.
- * Well analysis & good think after submit to mechanic.
- * To perform every vehicle problem make a job card & tell this problem to mechanic.
- * All vehicle working statement to computer printout bills.
- * To perform all working cheque submit timley to bank.
- * Many reputation company meet discuse to the vehicle work yearly.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma In Engineering	Computer Technology	Bangladesh Sweden Polytechnic Institute,	CGPA:3.21 out of 4	2007	2003-2007
S.S.C (Voc)	Building Maintanance	Rangunia M. M.Pilot High School	CGPA:4.09 out of 5	2003	2002-2003

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Transaction of IT Accessories		Chittagong Port Authority	Bangladesh	Chittagong Port	2006	03 Months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 22000
 Expected Salary : Tk. 25,000
 Preferred Job Category : IT/Telecommunication, NGO/Development, Sewing machine operator
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Malaysia, Qatar, Saudi Arabia, Bahrain, Kuwait, Oman
 Preferred Organization : Telecommunication, College, Computer Hardware/Network Companies, NGO, Garments
 Types

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	Medium	High	Medium
Hindi & Bujpuri	Low	Low	Medium
Arabic	High	Medium	High
Nepali	Low	Low	High
Urdu	Medium	Low	High

Personal Details :

Father"s Name : Md Akmul Hossen
 Mother"s Name : Monuara Begum
 Date of Birth : May 10, 1987
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill- East Sayed Bari, P.O & P.S - Rangunia, Dist -Chittagong
 Current Location : Chattogram
