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MOHAMMAD SAHEDUR RAHMAN

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Career Objective:

The post for which I am applying appears to offer me the kinds of opportunities I am currently seeking for personal development and for being able to make significant contribution to the Company's success.

Career Summary:

I have completed B.Sc (Honors) in CSE (Computer Science And Engineering) from People's University Of Bangladesh, Dhaka.

I have Completed CCNA(Exploration Curriculum Version 4.0) from American International University Bangladesh (AIUB), Dhaka.

Special Qualification:

I have completed UK certified Level 5 International Advanced Diploma in Computer Studies (IADCS) on 28th January 2010 from BIT awarded by NCC Education, UK.

Employment History:

Total Year of Experience : 6.4 Year(s)

1. Senior Sales Officer (February 10, 2016 - Continuing)

Fabian Group

Company Location : Shagorica I/A, Ctg.

Department: Fabian Thread Ltd.

Duties/Responsibilities:

L/C study, Checking PI & invoice, packing list & other related documents for importing of goods. Order wise L/C adjustment in Software. Software base Export Document Create(Bill of Exchange, Delivery Challan, Invoice, Packing List), Follow-Up Party Export Document Acceptance & Bank Acceptance. Follow-L/C wise UD & UD Documentation for UP.

Sales Monitoring in our Dhaka & Chittagong Office such as Marketing person wise sales target, total L/C Received, party wise Credit status & Delivery Status. Experienced Gathered about ERP System when I'm working as a Payroll Officer in the same company. My main responsibilities was such as Monthly Salary Sheet Create, Attendance Bonus, Leave Report, etc.

2. Executive -IT (September 1, 2013 - January 5, 2016)

Howlader Group

Company Location : Lalkhan Bazar, Chittagong.

Duties/Responsibilities:

Network Maintenance, Troubleshoot the Basic Computer Problems, Computer Setup & Configure, Install all kinds of Software.

CCTV:

CCTV Installation, IP Camera Setup & Network DVR Configuration. Experience Gathered about all kind of CCTV & DVR.

3. Medical Services Officer-MSO (September 7, 2011 - October 30, 2012)**ACI**

Company Location : Tajgow, Dhaka

Department: Pharmaceutical (Staff No: 7716)

Duties/Responsibilities:

Sales And Marketing

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.Sc (Hons)	Computer Science & Engineering	The Peoples University of Bangladesh	CGPA:3.18 out of 4	2011	4 Year`s	Four Years Bachelor of Science Certificate
UK certified Level 5 IADCS	Computer Studies	Bhuiyan Institute of Technology, awarded by NCC Education, UK.	Awarded	2010	2 Year`s	UK certified Level 5 IADCS (Pass out of Distinction) Marks: 64%
HSC	Science	North Kattali Al-Haz Mustafa Hakim College	CGPA:1.8 out of 5	2004	-	Higher Secondary Certificate
SSC	Science	Kattali Nurul Hoq Chowdhury High School	Second Division	1999	-	Secondary School Certificate

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Completed the training workshop on Basic Computer and Internet	This course provides me with the knowledge & skills of MS Office, MS Power point, MS Excel, AdobePhotoshop, Illustrator Antiviruses, Internet and Email.	Knowledge Center, Chittagong.	Bangladesh	Agrabad, Chittagong	2006	Four Months

Professional Qualification:

Certification	Institute	Location	From	To
I`m completed CCNA (Exploration Curriculum Version-4.0)	American International University Bangladesh (AIUB)	Dhaka	November 1, 2009	October 30, 2010

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : IT/Telecommunication, Customer Support/Call Centre
 Preferred District : Chattogram, Dhaka, Feni, Sylhet
 Preferred Country : Malaysia, United Kingdom, Australia, Canada
 Preferred Organization : Leasing, IT Enabled Service, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, NGO, Consulting Firms, Hotel, Restaurant, Immigration & Education Consultancy Service, Group of Companies, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • HTML/ DHTML • LAN/ WAN • MS Access • MS Word/ Excel/ PowerPoint/ OneNote • Visual Basic 6.0 • Windows XP/ 2000/ ME/ 98 • Network Engineering • Area/ Territory Marketing • Computer Operator • Web Services 	These course provides me with the knowledge and skills of Software & Web Development, Salary Sheet Creat, Any type of computer project presentation. I have developed a solid foundation in the basics of networking, demonstrating knowledge of impotant concepts and skills, Including the OSI model, Ethernet networks running TCP/IP, IP Addressing and structured cabling skills, to design build and maintain computer networks.

Extra Curricular Activities:

Academic Yearly Project Works: Medicine Information System Accounts Management System Software. This is Visual Basic, MS Excel, and Access Base Software. Technical Skills: Operating System: Windows XP/2000/2008/7/98/2012, Programming Language: Visual Basic 6.0, HTML, Database: MS Access, Software: Dreamweaver, Microsoft Office suite 2007/2010, PowerPoint, Browse: Internet and Email

Language Proficiency:

Language	Reading	Writing	Speaking
English	Medium	Medium	Medium
Bangali	High	High	High

Personal Details :

Father"s Name : Khalilur Rahman
 Mother"s Name : Jossna Akter
 Date of Birth : December 31, 1983
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Hazi Anwar Chowdhury Building, P.O- North Kattali, P.S- Pahartali, Dist- Chittagong, Pahartali, Chattogram
 Current Location : Chattogram

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md.Habibur Rahman	Mohammad Shahin Rahman (Canadian PR)
Organization	: Bhuiyan Institute Of Technology (BIT)	Canadian Pacific (CP)
Designation	: Finance Director	Incident Resolution Coordinator (IRC)
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Relation	: Academic	Family Friend
