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MOST. SAMIMA AKTAR

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Career Objective:

To take a challenging and high performance oriented role in the field of computer science & Engineering and implement the expertise and experience gained to develop complex project with efficiency and quality.

Career Summary:

I am an enthusiastic, hands-on IT professional with more than 6 yearsâ experience in IT support . I have a proven track record of managing and maintaining servers and desktops in LAN/WAN network infrastructures, and adopt a meticulous approach to ensure the smooth-running of business operations. Qualified to industry standards, I enjoy closely following the latest changes in technology and apply this to my duties wherever relevant.

Employment History:

Total Year of Experience : 6.8 Year(s)

1. **IT Officer (March 20, 2009 - February 10, 2014)**

Ananda Group Ltd.

Company Location : Meghnagat, Narayongonj.

Department: IT section

Duties/Responsibilities:

Skills Summary:

• Windows NT, XP, Vista, Windows7

• LAN/WAN technology

• Windows Server 2003/2008

• Active Directory and Exchange 2003/2007/2010

• MS Office 2003/2007/2010

• DNS, DHC, WLAN, VPN

• Sophos, McAfee and other Antivirus Software

Duties:

• Responsible for networking, design, installation and maintenance services.

• Supporting users and network administrators over the

• Maintain the companies network infrastructure.

• Networking and providing support for Windows issues.

• Configuration and testing of any new hardware and software.

• Troubleshooting.

• Management of the daily data backup and retrieval scheme.

• Installing and operating Windows desktop and server operating systems.

• Networking and hardware maintenance and repair.

• Training new employees.

• Assistance with training of staff and compiling procedural documentation.

• Assisting the network manager with support requests.

• Ensure computer hardware is safe & complies with health and safety legislation.

Applying patches in accordance with company proceed

2. Lecturer (April 13, 2007 - February 15, 2009)**Dhaka International University**

Company Location : Dhaka

Department: CSE

Duties/Responsibilities:

Teaching

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc. in Computer science & Engineering	Computer Science & Engineering	Dhaka International University	CGPA:3.44 out of 4	2006	04 years
Diploma Engineering	Civil	Pabna polytechnic	Second Division, Marks :59%	2003	03 years
SSC	Science	Tamai High School	First Division, Marks :61%	1997	10 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
NETWORKING	NETWORKING & SERVER	BUET	BANGLADESH	DHAKA	2007	3 MONTHS

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 15,000
 Preferred Job Category : Engineer/Architect, IT/Telecommunication
 Preferred District : Dhaka, Gazipur, Narayanganj, Narsingdi
 Preferred Organization : Banks, IT Enabled Service, Computer Hardware/Network
 Types Companies, Engineering Firms, Group of Companies, Call
 Center

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Engineers • Training & Development • CAD • Civil • Data Analysis • Education • IT Support Service • IT System Management • Network Engineering • Programmer/ Software Engineer

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Bozlar rahman
 Mother"s Name : Zuleka Katun
 Date of Birth : December 10, 1982
 Gender : Female
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Kanconpur, P.O: Noakhali 3800, P.S: Sadar, Noakhali
 Current Location : Dhaka

Reference (s):

Name : Engr. Shahid
 Organization : Ananda Group
 Designation : Engineer
 Address : Meghnagat, Narayongonjo
 Phone (Off.) :
 Phone (Res.) :
 Mobile : 01716191509
 EMail : shahid1509@gmail.com
 Relation : Others