

Last Updated : **November 23, 2016**

MUKLESUR RAHMAN

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Career Objective:

Self-motivated individual with over 6 years experience in technical and retail environments. Adept at prioritizing and completing tasks to meet customers' needs. Safety-minded and a good communicator with strong computer skills.

Employment History:

Total Year of Experience : 9.8 Year(s)

1. System Engineer (March 15, 2009 - Continuing)

Flora Limited

Company Location : Narayanganj

Department: Hardware

Duties/Responsibilities:

Assisted company personnel with desktop operation both hardware and software

Supervised and performed the installation of new IT network equipment, system software and desktop computer

Planned routine repairs and/or system upgrades

Provided employee training and instruction (presentations) regarding basic support and quality standards.

Tested the IT networking systems, monitored the performance of network servers and maintained computer systems of the organization.

Updated management on a regular basis through reports, email, and presentations.

Made use of Helpdesk systems to make work-load prioritization, to update calls.

Documented and maintained supply of all required inventory

Performed regular maintenance of company peripheral network devices

printers and scanners

Administered the creating and supporting of IT accounts and computer systems

Performed technical support, including escalation of problems and incident identification with subsequent resolution.

Ensured functionality of desktop systems throughout departments by regular checks and maintenance

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
B.sc in Computer Science and Engineering	Computer Science & Engineering	Stamford University Bangladesh	CGPA:3.17 out of 4	2007
HSC	Commerce	S.K.B.Z. Bangladesh Islamia School & College, Abudhabi,U.A.E.	Second Division, Marks :52.8%	2000
SSC	Social Science	A.K. High School, Dhaka	First Division, Marks :66.3%	1998

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Flight Cabin Crew		JobsA1.com	Bangladesh	Bashundara City Complex, Dhaka	2008	6 Months
Travel and Tourism Management Foundation		Asia Travel and Tourism, Abudhabi, U.A.E.	U.A.E.		2000	1 Year
MS- Office Course		Greenland Computer Training Institute	U.A.E.		1999	1 Year

Professional Qualification:

Certification	Institute	Location	From	To
HP	FLORA LIMITED	119-120, Adamjee Court Annex-2, Motijheel, Dhaka	April 3, 2011	April 7, 2011

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 30,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Greece, Japan, Australia, Belgium, Canada, Denmark, Egypt, France, Mexico
 Preferred Organization Types : Banks, Advertising Agency, IT Enabled Service, Computer Hardware/Network Companies, Development Agency, Logistic/Courier/Air Express Companies, Multinational Companies, Public Relation Companies, Embassies/Foreign Consulate, Engineering Firms, Airline, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Adobe After Effects • Adobe Photoshop/ Illustrator • MS Word/ Excel/ PowerPoint/ OneNote • OS/ 2 • Windows XP/ 2000/ ME/ 98 • Windows NT • Printer Servers • Web Services 	<p>Microsoft Windows 2000/2003 Server: Setup configuring various network services such as File Server, Print Server, Internet Connection Sharing.</p> <p>Hardware Engineering: Introduce with difference Hardware in details. DOS essential commands, Disk partition, Computer assembling, various Software and Hardware troubleshooting. Hardware and network devices (hubs/switches) maintenance.</p> <p>Office Package: Microsoft Office-2002, 2003 & 2007.</p> <p>Others: Hardware assembling and Trouble Shooting, Simple Web page developing, Adobe PageMaker, Photoshop and Macromedia Flash.</p>

Extra Curricular Activities:

Successfully completed Correspondence Course from World Bible School, Internet from online.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Ismail
 Mother"s Name : Mrs. Mahmuda Begum
 Date of Birth : February 3, 1982
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam (Sunni)
 Permanent Address : 1505, East Jurain, Hazi Kala Miah Sarder Road, Dhaka-1204
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mohammad Ashrafuddin	Md.Abdus Salam
Organization	: District Commissioner	Janata Bank
Designation	: Assistant Commissioner & Executive Magistrate	First Assistant General Manager
Address	: Kurigram, Bangladesh	Dhaka, Bangladesh
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01815094412	01727262333
EMail	:	
Relation	: Relative	Relative