RESUME
Nizamur Rahim Chowdhury
IT Administrator
Mobile: 01740902367
Email: **nipun1978@gmail.com**

Career Objective :

- To work in an organization that highly value ethical behavior towards their employees and which provide and an opportunity for growth and upgrades one's skill.
- To find a stable and challenging long-term position that will allow me to increase my standing within the engineering and standard communities.
  - Also to work cohesively for growth of the business needs of the organization for prospective clients in the product expertise.
- To extend my professional IT experience into a more dynamic and challenging one.

SUMMARY:

Over 10 years in the IT field, emphasizing network administration and PC support. Outstanding customer service skills resolving technical issues and educating end-users. Team player making significant contributions to team and individual success.

EDUCATIONAL QUALIFICATIONS:

I. Passed B.Sc. Hons (Computer Science & Engineering) in 2004 from The University of Asia Pacific (*www.uap-bd.edu*).

II. Passed Higher Secondary Certificate (Science) in 1996 from Govt. Bangla College (Dhaka) under Dhaka Board, Bangladesh.

III. Passed Secondary School Certificate (Science) in 1 994 from Dhaka Education Board Laboratory High School under Dhaka Board, Bangladesh.

Professional Course:
    CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)
    GED CENTRE Bangladesh, Dhanmondi, Bangladesh, 2009
    I pass the Oracle Certified Professional (OCP) course from IIMT.
    I have finished Primavera -6 from CADD CENTRE Sharjah, UAE, 2008
    I have completed IELTS Course from Cambrian College.

Technical Skills :

- **Computer Hardware & Networking.** • **Office-Automation**

Operating Systems: Windows 98, NT/2000, 2003, XP, Vista & Windows7. and Windows 10

Application:

MS-Word, Excel, and Microsoft Access

Other: Assembling and troubleshooting all hardware related prob-
lems, Network Connectivity Peer-to-Peer Network,Structured
cabling and Server & Client,   Taking NT-Backup.

Experience

Company	:	**BRC ARABIA LLC**
Designation	:	**IT Administrator.**
Duration	:	**October 2009 to Present.**

Role and Responsibilities

Provide basic Network troubleshooting connectivity support. Try
to finish the task within the SLA.
Update the new procedures and keep a track of all the daily activities.
Standard Installation/Configuration of client software.
MS Exchange client Support/Configuration and troubleshooting of mail box.
Mailbox Support (Ms Outlook, Outlook Express).
Interface with hardware/software engineers to provide permanent solution.
Installation of Antivirus (Trend micro, McAfee, Symantec).
Printer Installation (Local & Network Printers).
Installation of database software's like Oracle 9i & SQL server.
Installation of Network Operating System (Windows 2000 Pro, Server & XP) and connecting them in
Domain.
Active Directory Configuration.
Maintain User Profile & standard desktop settings (Icons, Wallpaper, Screen Saver, Virus guard
&Update).
Maintain daily, weekly back-ups and restore of data through Tape Drive as per company policy.
Physically handled Desktop Verification and Client Configuration verification once in every 3
months.
Disaster recovery/system failure preparations
Network Installation, Network Cabling & Troubleshooting, Network file sharing, add a network
Printer
Remote installation and configuration of applications using Remote desktop.

Import Documentation, Do collections, Making Duty Exemption for the Import Material.

Import custom clearance, and online payments .

Making   GCC Certificate through online for export the Material.

Company : International Resource Projects Gen.Trd.Est Shj
Designation : IT Engineer.
Duration : Sep 2008 to Sep 2009.

Role and Responsibilities

Handled Hardware and Technical problems of PC.
Installed Network Operating System and connectivity of them.
Maintaining of systems (Defragmenting & Scanning) and Troubleshooting.
System Assembling.
Deployed various system as well as Application Software tools and Packages.
Installed and configured devices like modem, Scanner and Web cam.
Installed of HP Printer & Scanner.

Company : Secura Bangladesh Limited
Designation : IT Executive.
Duration : Dec 2006 to Sep 2008.

Role and Responsibilities

Handled Hardware and Technical problems of PC.
Installed Network Operating System and connectivity of them.
Maintaining of systems (Defragmenting & Scanning) and Troubleshooting.
System Assembling.
Deployed various system as well as Application Software tools and Packages.
Installed and configured devices like modem, Scanner and Web cam.
Installed of HP Printer & Scanner.

Company : Jasso Data Hut Limited
Designation : MIS Executive.
Duration : June2005 to July 2006.

Role and Responsibilities

Handled Hardware and Technical problems of PC.
Installed Network Operating System and connectivity of them.
Maintaining of systems (Defragmenting & Scanning) and Troubleshooting.
System Assembling.
Deployed various system as well as Application Software tools and Packages.
Manage Information System Develop the system

Company : Incepta pharmaceuticals ltd
Designation : Mis programmer
Duration : Nov 2004 to June 2005.

Role and Responsibilities
System Developing In Oracle & Sql
Maintaining of systems (Defragmenting & Scanning) and Troubleshooting.
Deployed various system as well as Application Software tools and Packages.

Personal Information

Name	:	**Nizamur Rahim Chowdhury.**
Father's Name	:	**Late. Mr. Abul Kashem Chowdhury.**
Mother's Name	:	**Late Mrs. Lutfunnesa.**
Date of Birth	:	**December 01, 1978.**
Contact Address	:	**B/68(211) 3RD COLONI LALKUTI MIRPUR-1** **Mobile: 01740902367**
Nationality	:	**Bangladeshi.**
Religion	:	**Islam.**
Marital Status	:	**Married.**
Visa Status	:	**Employment (Transferable)**
Driving License	:	**Valid UAE, Driving License**
Passport No	:	**BC0905706**

LINGUAL CAPABILITIES

- **ENGLISH**
- **HINDI**
- **BANGLA**

Reference

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