Applied For: **IT Executive (Sylhet)**

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NASIR AHMED

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Career Objective:

To work towards achieving organizational goals with sincere efforts professionalism and perseverance and in turn making a mark for myself in the corporate world.

Employment History:

Total Year of Experience : 6.6 Year(s)

1. **Sr.IT & Admin Officer (January 1, 2017 - Continuing)**

   Hard Group
   Company Location : House-04, Road-6/B Sector 12, Uttara Model Town, Dhaka-1230.
   Department: IT
   Duties/Responsibilities:
   To be support desk queue and be the first responder in coordination with the rest of the team.
   Super user and help maintain our internal network.
   To support the roll-out of new and upgraded applications and systems.
   Assist with IT administration where applicable.
   Assist in equipment procurement via organization vendor partnerships.
   Develop staff training sessions.
   To be responsible for IT on-boarding and off-boarding processes.
   Own the procedural documentation of organization Help Desk Knowledgebase and Reference Guide.
   To be manage organization internal equipment checkout.

2. **IT Personnel (May 7, 2016 - December 31, 2016)**

   Chittagong Hill Tracts Development Facility (CHTDF-UNDP), Through TECHNOSIS LTD.
   Company Location : Rajbari Road, Rangamati
   Department: IT
   Duties/Responsibilities:
   Shall be responsible for management, maintenance and administration of all the IT equipment.
   Provide technical support and backstopping to the CHTDF District offices.
   Support to users mail maintenance by MS Outlook.
   Responsibility of LAN administration, trouble-shooting and routine maintenance of ICT resources.
   Take preventive measures against computer viruses, increase awareness among users about viruses and assist them in taking virus protection measures.
   Manage and Maintenance of DNS, DHCP, NAT, Mikrotik server.

Support to new rental offices for installing LAN and PABX system
Responsible to manage and maintenance of Land Telephone, PABX and Satellites Phones.
Initiate to process bill of Satellite phones, Mobile phones, Land Telephones, Electricity and electrical appliances.
Maintenance and servicing of Desktop computer, Laptop, UPS, Digital sender, Digital Camera, Satellite phones, Fax machine, printers, Scanner , Stabilizer , network equipment and Photocopy Machine etc.
Keep updating with vendors regarding servicing of ICT equipment.
Provision of advice on and assistance in procurement of ICT equipment and ICT Consumables items.
Facilitate dedicated internet connectivity in district offices
Assist to Admin services coordinator for any other assignments.
Monitoring of the network connection on a daily basis to ensure a stable and responsive network environment.

3. **ICT Assistant (July 5, 2015 - October 5, 2015)**

   United Nations World food program(UN-WFP)
   Company Location : IDB Bhaban E/8A Begum Rokeya Sharani Sher-e-Bangla Nagar Dhaka 1207 Bangladesh
   Department: Information & Communication Technology
   Duties/Responsibilities:
   â€¢ Capable of setting up and maintaining company's computer network system which includes, Fiber optic, Radio link, LAN and WAN, VPN, Wireless Router, Scanners, Fax, Printers and other IT assets. â€¢ Communicates with system vendors and service providers to implement new technology. â€¢ Experience of handling & troubleShooting of IP Phone, Video Conferencing Equipment, and Control Finger Attendances Device. And other IT equipment. Operation and administration of Company Servers in Windows OS, computers, networks. â€¢ Maintain current and accurate inventory of technology hardware, software and resources. â€¢ Updating inventory of all hardware, software, networking components and maintaining proper documentation. â€¢ Troubleshooting all IT relevant issues of user requirements in different OS like XP, Windows7, Windows8, and Windows Server-2008, 2012 â€¢ Monitoring and ensure day to day IT operation is running smoothly. â€¢ Monitor and manage the security of IT Operations. â€¢ Mail Server management and create user ID and user password of company requirement wise. â€¢ Backup of all company data and user mail of company requirement wise. â€¢ Company user mail configuration in windows outlook express, Office outlook express.

4. **System Engenner (June 1, 2015 - December 31, 2016)**

   TechnoSiS Ltd
   Company Location : 414 Alpana Plaza (3rd Floor), 51New Elephant Road Dhaka - 1205
   Department: Information Technology
   Duties/Responsibilities:
   Manage all (mail, DHCP. DNS, file server, RAD)server related issue windows and Linux base. Ensuring effective Support and Maintenance of Hardware and Software, keeping up and running domain-based Wide Area Network (WAN), Troubleshooting of ICT systems etc. Responsible for providing support for planning, designing and implementing ICT systems, and maintaining for smooth operation. Implementation of ICT Networks & Systems and ensuring end user support at different level. Ensure data backup on regular basis, managing antivirus software, providing technical and logistical support for training/meetings/seminars etc.

5. **ICT Support Officer (February 1, 2014 - May 30, 2014)**

   United Nations Development Programme (UNDP). IPD Project Through Daffodil Computers Ltd.
   Company Location : 2/5, Ministersï¿½ Hostel, Bangladesh Parliament Shar-E-Bangla Nagar, Dhaka-1207, Bangladesh
   Department: ICT Department
   Duties/Responsibilities:

Ensuring effective Support and Maintenance of Hardware and Software, keeping up and running domain-based Wide Area Network (WAN), Troubleshooting of ICT systems etc.
Responsible for providing support for planning, designing and implementing ICT systems, and maintaining for smooth operation.
Implementation of ICT Networks & Systems and ensuring end user support at different level.
Ensure data backup on regular basis, managing antivirus software, providing technical and logistical support for training/meetings/seminars etc.

6. **System Engineer (November 1, 2013 - January 31, 2014)**

Daffodil Computers Ltd.
Company Location : 64/3 Lake Circus, Kalabagan, Dhaka-1207 Company Location : Dhanmondi
Department: Technical Support
Department: IT
Duties/Responsibilities:
Work for effective provisioning, Operation and maintenance of systems hardware
and software and related infrastructure,
Find-out Troubleshooting & connectivity to resolve problem of LAN / WAN

7. **IT Officer (August 1, 2012 - October 31, 2013)**

Daffodil Institute of IT
Company Location : House 7, Road 14, Dhanmondi Dhaka.(1209).
Department: IT
Duties/Responsibilities:
Installing and configuring computer hardware and Software
Troubleshooting and scheduled maintenance of all IT Equipment
Find and solve problems of LAN / WAN

8. **Jr. IT Officer (February 1, 2011 - August 31, 2011)**

BibSun web soft
Company Location : 220/A1 Kazi Para, Mirpur 10, Dhaka
Department: IT
Duties/Responsibilities:
On time support for IT

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Information Technology (BIT)	Information Technology	University Of Greenwich *[Foreign Institute]*	Second Class, Marks :51%	2013	-	BSC Certificate
International Advance Diploma In Computer Studies (IADCS)	Computing & Information System (BSC In CIS)	University Of Greenwich *[Foreign Institute]*	Second Division	2012	1 YEAR	1 Year Diploma Certificate
International Diploma In Computer Studies (IDCS)	Computing & Information System (BSC In CIS)	University Of Greenwich *[Foreign Institute]*	Second Division	2010	1 YEAR	1 Year Diploma Certificate

HSC	Business Study	Sylhet Government College	CGPA:3.8 out of 5	2007	2 YEAR	-
SSC	Business Study	Amir miah high school , Jaflong	CGPA:3.56 out of 5	2005	2 YEAR	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
webinar & online conference	How to setup webinar. how to Connect conference use your phone & Pc at a time any where. Confirmed clear sound system .	UN WOMEN Head Quarter	New York	220 East 42nd Street NY 10017	2016	Three Hours

Professional Qualification:

Certification	Institute	Location	From	To
Server Administrator & Cloud Management	BASIS	DBBL Bhavon , Kawran Bazar	February 15, 2016	April 24, 2016
Web design & development	Bubs Un web soft	Dhaka, Bangladesh	June 10, 2010	January 10, 2011

Career and Application Information:

Looking For   : Mid Level Job
Available For   : Full Time
Present Salary   : Tk. 22000
Expected Salary   : Tk. 15,000
Preferred Job Category   : IT/Telecommunication
Preferred District   : Anywhere in Bangladesh.
Preferred Organization Types   : IT Enabled Service

Specialization:

Fields of Specialization
• Database Engineer/ Database Programmer • IT Support Service • JavaScript • MS SQL Server • MySQL • DreamWeaver • HTML/ DHTML • Administrative/ Executive

Language Proficiency:

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

Personal Details :

Father's Name	:	Nurul Islam
Mother's Name	:	Anowara Begum
Date of Birth	:	May 13, 1987
Gender	:	Male
Marital Status	:	Single
Nationality	:	Bangladeshi
Religion	:	Islam
Permanent Address	:	Vill-Jaflong, Post- Jaflong,Thana- Gowainghat , District- Sylhet
Current Location	:	Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Simon Kuntal Biswas	Farzana Mithun
Organization	: Economic Zones Authority Project (By World Bank)	World Food Programme (WFP)
Designation	: System Analyst (ICT Consultant)	Manager ICT
Address	: BDBL Bhaban (Level-15), 12 Karwan Bazar, Dhaka-1215	IDB Bhaban 14th, 16th and 17th Floor E/8-A, Rokeya Sharani Agargaon, Sher-e-Bangla Nagar, Dhaka-1207
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Relation	: Professional	Professional