

Last Updated : **October 21, 2012**

NURUN NAHAR

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Career Objective:

To contribute my knowledge towards the development of country through the qualitative application as well as to establish myself as an expert B.Sc Engineer through honesty, sense of responsibility and skill to hold on the reputation of the organiza

Career Summary:

To achieve an appropriate place in an organization from where, I can get the facilities to extend myself and to learn professional activity. I would like to actualize the theoretical knowledge in the practical area through working in an organization with the global and manage exposure.

Special Qualification:

i± Microsoft Office, Dream weaver 8, Web developing with PHP mysql.,
And capable to learn web designing related any other software.
i± C, C++, Visual C++ 6.0, Java 2 SE, Microprocessor ,Assembly language, PHP
(Learning), CCNA 1

Employment History:

Total Year of Experience : 8.4 Year(s)

1. **IT Executive (July 25, 2010 - Continuing)**

Persona Hair & beauty ltd.

Company Location : Suvastu Zenim plaza, 1st floor, House 37,Road 16

Department: IT

Duties/Responsibilities:

Job Description / Responsibility.

1. Know Persona's IT environment.
 - a. LAN, WI-LAN, INTERNET, INTRANET
2. Perform System's regular backup.
 - a. Answer technical queries (Technical Support)
 - b. System performance tuning
 - c. Trouble shoot PC and LAN problems
 - d. Applying operating system updates, and configuration changes
3. Anti-Virus Update regularly
4. CCTV operation, maintenance and updates. Prepare a CCTV operation training manual.
5. Weekly PC Service. (Configuration Check, Sanity Check, Anti-Virus Update, Backup, Log status)
6. Know Persona's Attendance system.
7. Ensure PERSONA's Network (LAN and Internet) and equipments ready status 7x24 (Dhanmondi, Uttara, Mirpur Institute, CANVAS, STUDIO).
8. Assist IT-Team in procurement process. Purchase of equipments- IT-supplies (Price, Vendor; More than two suppliers should be selected and alternated). Follow purchase Process: Requisition → Approval → Receive → Received By, Suppliers Name, Address, Contact Person and Telephone should be entered into Inventory Software.
9. Keep inventory of IT-supplies.
10. Know Base's contact information, their new software version deliverables procedure(s) e.g. extracting to .exe file from .rar, installations, configuration, setup
11. Be able to use POS, SPA, GYM, and Studio's software application. (Price update, other features as requested -).
12. Perform other Administrative duties as requested by authority / supervisor.
13. Daily Advance Sales Monitoring
14. Daily Return Sales Monitoring
15. Daily Members information entry verification
16. Daily collect / format Persona's Attendance system
17. Daily Sales VAT Report(s) print and forward to Finance and Accounts

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.Sc. in C.S.E (Computer Science & Engineering)	Computer Science & Engineering	Northern University Bangladesh	CGPA:3.79 out of 4	2009	2005-2009	Scholarship for result
Computer Science and Engineering	computer Science and Engineering	Rajshahi polytechnic institute	CGPA:3.43 out of 4	2004	2001-2004	scholarship for result
Science	Math	Bankra high school	First Division, Marks :77.6%	2000	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Cisco Certified Network Associate (CCNA 640-802)	(CCNA 640-802)	New Horizons Computer Learning Centers.	Bangladesh	79/A, Road# 11, Near Abohani Field, Dhanmondi, Dha	2010	2 Months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 20000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Dhaka, Pabna, Rajshahi
 Preferred Country : Germany, Canada
 Preferred Organization : Banks, Telecommunication, University, College, Software Company, Computer Hardware/Network Companies, Engineering Firms, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Telecommunication Computer Science/ Engineering 	PHP,MY SQL, Joomla Developer, photoshop,HTML,CSS

Language Proficiency:

Language	Reading	Writing	Speaking
bangla	High	High	High
english	High	High	High

Personal Details :

Father"s Name : Md.Nurul Islam
 Mother"s Name : Najratun neaim
 Date of Birth : January 3, 1985
 Gender : Female
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : sunni
 Permanent Address : C/O Md. Nurul Islam. Village - Raypur, Post - Bankra, Thana - Charghat, District - Rajshahi, Bangladesh. Mobile: 0171234090
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Shammi sultana	Prof.Dr.Md.Nurul Islam
Organization	: Govt.Bodrunnesa Women College,Dhaka	Northern University Bangladesh,
Designation	: Lecturer of Botany	Kawran Bazar, Dhaka, Banglades
Address	:	
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Phone (Res.)	:	
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Relation	: Relative	Academic
