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RASHIDUL ISLAM RASEL

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Career Objective:

In reference to my academic activities and skills, I want to develop my career through participating in development activities and using modern technologies. I have the passion for learning and work in challenging environment where I could be able to

Career Summary:

Department: IT
Executive-IT 02 November-2015-till Date
NAAFCO Group
NAAFCO Pharma Ltd
12/A, Subastu Tower, Panthapath, Dhaka-1205
Plant: Bhaluka, Mymensingh

Department: IT
Officer (Software & IT) 01, January 2014-01, November-2015
Meghna Group Bangladesh,
Meghna Rubber Industries Ltd
Company Location : 187-188, Tejgaon, I/A, Dhaka

Department: IT
Assistant Technical Officer.
Feb- 02, 2012 ~ 31 December-2013 IRIS JV (Bangladesh) MRP-MRV Project, Department of Immigration & Passports.

Employment History:

Total Year of Experience : 7.8 Year(s)

1. Executive-IT (November 2, 2015 - Continuing)

NAAFCO Pharmaceuticales LTD ,A Sister Concern of NAAFCO GROUP,

Company Location : 12/A,Suvastu Tower,69/1,Pantahapath,Dhaka-1205.Factory

Plant:Bandia,Bhaluka,Mymensingh

Department: IT

Duties/Responsibilities:

Manage & Administration Active Directory, File server, Replication of Mail Server

• Manage security systems along with all DVR/NVR and CC Camera;

• Operation and Maintenance of LAN/WAN functionality

• Maintain users profile and shared level access to the network and all other IT peripherals

• Operation and Maintenance of Attendance Hardware & Software

• To review the existing information system of the office and to give support services to improve them;

• Attend and resolve user support (network, pc, printer, scanner and internet support) efficiently, timely and accurately.

• Performs regular backups of data & Ensures up-to-date virus protection

• Design, implement and maintain of office LAN, workstations and other IT equipment"s. • Configure and test computer hardware, networking software and operating system.

• Hardware maintenance and troubleshoot networking problem.

• Diagnose hardware and software problems, and replace defective components.

• Perform data backups and disaster recovery operations.

• Coordinate and implement network security measures in order to protect data, software, and hardware.

• Perform routine network startup and shutdown procedures and maintain control.

• Responsible for Time Attendance and Access • Control system and generate HR and Payroll report as per requirements.

• Maintain CCTV security System at factory premises.

• Management, Multimedia Projectors, UPS/IPS etc.

• Manage Microsoft Office 365, Office 2013, Office 2016, One Drive, Azure, Skype for Business, Active Directory etc.

• Maintain Domain File Server, DHCP Server, Print Server, Antivirus Server with policy implement, IP PABX system.

2. Officer (Software & IT) (January 1, 2014 - November 1, 2015)

Meghna Group Bangladesh,Meghna Rubber(Tyre,Tube,Components) Industries Ltd

Company Location : 187-188, Tejgaon,I/A,Dhaka-1207,Factory:Mirzapur,Tanagail

Department: IT

Duties/Responsibilities:

- #Maintain ERP Software Developed by ERP Software(ARK Soft Co.Ltd)
- #Total Report generate & update by ERP Company terms,eg:
HR & Admin payroll,Warehouse Raw material & Packing material,Production & Delivery,Depot wise sales & collection report.
- # Attendance Device Setup and Configure (Finger & access Card) to ERP Payroll software.
- #Provide ID/Access card by ERP Software.
- #CCTV Setup and Control offline and online.
- #Computer networking and hardware troubleshoot & support.
- #Setup & Configure LAN/WAN,WiFi router & mikrotik router .
- #Cable Administration & Networking support.
- #Maintain & Configuration IP Phone System.
- #Configure Outlook-2003,2007,2010,2013
- #Configure Thunderbird Mail from Mozilla version.
- #Daily Virus protection using antivirus & Data Backup
- #Sharing all computer unique IP based system with hyperlink processed.
- #Desktops, Laptop & UPS,Printer,photocopy maintenance.
- #Windows Server 2003/2008 basic administration
- # Installing and configuring computer hardware operating systems and application Software.
- # work in Adobe Photoshop, Adobe Illustrator and Similar software
- # Installation & maintenance of Printing & Scanning Materials, e.g. Photocopier, Printer,Scanner,PABX Phone.
- #handle all IT related issue independently with minimum supervision.
- #Documentation with MS-Office-2003,2007,Excel-2003,2007,open-office, Libra-office.
- #Everyday report head office daily work schedule.

3. Assistant Technical Officer (February 2, 2012 - December 31, 2014)

IRIS -JV (Bangladesh) MRP-MRV Project,Department of immigration & Passports

Company Location : House-3 Road-30,Gulshan,Dhaka-1200

Department: Technical Support Dept

Duties/Responsibilities:

#Hardware Maintenance& troubleshooting,
#Networking LAN Configuration, Wireless LAN Configuration.
#Monitor rohlamat Industrial Printer for Printing MRP Passport
#Problem Find out Maintenances & Solution Problems.
#Server Configuration, Network Crimping Modem, TP link Setup.
#Following up on day-to-day operations of computer networks including but not limited to hardware/software troubleshooting and assistance,
User-end level personalized training, firewall administration, #Internet security and virus protection mechanisms, etc.
#Provide Windows System Support & Solution
#Configure Outlook-2003,2007,2010,2013
#Configure Thunderbird Mail from Mozilla version.
#Daily Virus protection using antivirus & Data Backup
#Desktops, Laptop & UPS,Printer,photocopy maintenance.
#Windows Server 2003/2008 basic administration
Installing and configuring computer hardware operating systems and application Software.
work in Adobe Photoshop, Adobe Illustrator and Similar software
Installation & maintenance of Printing & Scanning Materials, e.g. Photocopier, Printer,Scanner,PABX Phone.
#handle all IT related issue independently with minimum supervision.
#Documentation with MS-Office-2003,2007,Excel-2003,2007,open-office, Libra-office.
#Everyday report head office daily work schedule.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor in Engineering (BEngg)	Computer Science & Engineering	Dhaka International University	CGPA:3.4 out of 4	2012	4 Years
Diploma in Computer Engineering	Diploma In Computer Science & Engineering	Tangail Polytechnic Institute.Tangail	CGPA:3.21 out of 4	2007	4 Years
SSC(Dhakhil)	Genarel	Ghonar Chala A.A.D Madrasha.Shakhipur.Tangail	CGPA:4.33 out of 5	2002	-

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 15,000
Preferred Job Category : IT/Telecommunication, NGO/Development, Waiter/Waitress
Preferred District : Anywhere in Bangladesh.
Preferred Country : Ireland, Libya, Malaysia, Saudi Arabia, Yemen, Iran, Kuwait
Preferred Organization : IT Enabled Service, BPO/ Data Entry Firm, Computer Hardware/Network Companies, Travel Agent

Language Proficiency:

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

Personal Details :

Father"s Name : Siddique Hossaine
Mother"s Name : Rashida Begum
Date of Birth : January 2, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill:Kalia Para Ghonar Chala,P.O:Kachua,P.S:Shakhipur,Dist:Tangail
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Jiban Kumar Ghoash	S.M Shohel Rana (Moyna)
Organization	: NAAFCO Pharma Ltd	US-BD IT CENTER
Designation	: Director-Plant 12/A,Subastu Tower,69/1	Managing Partner
Address	: Panthapath,Dhanmondi,Dhaka-1205 Factory:Bhaluka,Mymensingh	318/9,Mallik Plaza,4th Floor,Mirpur,Dhaka-1216
Phone (Off.)	:	9118961,9118962
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Mobile	: 01713274262	
EMail	:	
Relation	: Professional	Professional
