

Last Updated : **December 17, 2018**

## **RASHIDUL ISLAM RASEL**

Address: Naafco Pharma R/ABhaluka,Mymensingh, Bhaluka, Bhaluka,  
Mymensingh 2240  
Home Phone: 01743308107  
Office Phone :01750888528  
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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 : 8.0 Year(s)**

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

**NAAFCO Pharmaceuticals 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. 20,000  
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 : Naafco Pharma R/ABhaluka,Mymensingh, Bhaluka, Bhaluka,  
Mymensingh 2240  
Current Location : Mymensingh

### **Reference (s):**

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

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