

Last Updated : **March 30, 2018**

RAZ MAHFUZ

Address: Nurpur, Islampur, Mejur Tila, Sylhet, 3080
Home Phone: 01747102707
Mobile : 01712664648
email:reza.ninisse@gmail.com, reza_ctk@yahoo.com



Career Objective:

An Ambitious, self motivated individual who has enough IT skills to solve matters. Strong problem solving, project management, hardware, software & network assistant with excellent communication skill. high-pressure working efficient quality.

Career Summary:

I`m a IT Consultant & Troubleshooter by profession & I have worked as web development assistant as well.

I have excellent experience in hardware & Networking, web design/search/service, Peaty good with any project management, concept, business personals. So basically I know what the best way is to end the job perfect-fully as I have previous better result of experience abroad. I wish we`d both have a right choice to begin with.

Special Qualification:

IT (Hardware, Software, Networking)
Lead, Project management.
Client Satisfaction & Benefits.
Marketing & Research

Employment History:

Total Year of Experience : 8.1 Year(s)

1. **IT Consultant (January 15, 2010 - January 1, 2015)**

I-Universe SDN.BHD

Company Location : Lowyet Group, BukitBintang, Kuala Lumpur, Malaysia
Department: Administration HQ (Lead Technician)

Duties/Responsibilities:

- >Sailing IT Product (Laptop, Software & others accessories).
- >Marketing product to different places.
- >Customer support & IT service provide.
- >System Maintenance & Trouble Shooting Server (Hardware & Software).
- >Setup & Installing System, Utility & other Administrative users.
- >Data Recovery & Backup.
- >System Cleanup, Diagnosis, Virus and Spyware remove.
- >System Upgrade & Optimization.
- >Setup Network, Wiring, Wireless Setup & Troubleshoot.
- >Networking, File sharing & Printing.

2. **Floor Manager (September 25, 2009 - December 31, 2010)**

Disco Jaws (Social Club)

Company Location : Miharja, Kuala Lumpur, Malaysia

Department: Bar Tender

Duties/Responsibilities:

- >Manage stuff, Floor & Daily Routine.
- >Food & Beverage Hygiene Approve.
- >Create Liquor by Session prospective.
- >Making Drinks. (Margarita, Ak47, Flaming Lemoyne, Long Iceland Tea,)
- >Dealing with official Client for Event & Business purpose.

3. Customer Service (December 1, 2008 - May 1, 2009)**Air Asia**

Company Location : Kuala Lumpur, Malaysia

Department: Call Center

Duties/Responsibilities:

- >Booking Air Tickets through telephone.
- >Customer enquire air ticket pricing.
- >Assisting customer where to check in counter.
- >Online Ticket Booking & Mailing to customer.
- >Official Hotline & Help Service 24/7 (7 days a Month)

4. Data Developer (September 12, 2007 - June 30, 2008)**Bangladesh Election Commission**

Company Location : Bangladesh Armi

Department: Proof Reader

Duties/Responsibilities:

- >Keying in Data and other information into the systems.
- >Prepare statement of Hard Copy and Soft copy.
- >Proof, Updating, Editing, save data & Export to the external device.
- >Import data to the server which has been exported before.
- >Leading other operator.

5. Technisican (June 1, 2004 - February 1, 2005)**Flora PC**

Company Location : Sylhet

Department: Service & Maintenance

Duties/Responsibilities:

- >Assist clients problems according to their request.
- >Assist customers problems by telephone.
- >Provided onside service & Home Service.
- >Sailing various kinds of IT Products.
- >IT Trouble Shooting & System Maintenance.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Hardware & Networking Engineer	Bachelor in Multimedia & Audio Visual Eng.	Kula Lumpur Metropolitan University (KLMU) [Foreign Institute]	CGPA:4.5 out of 5	2011	3 years	Good
HSC	Humanities	Chhatak Degree College	CGPA:2.8 out of 5	2006	2004-05	Good
SSC	Science	SPPM High School [Foreign Institute]	CGPA:2.81 out of 5	2004	2001-02	Good

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
IT Consultant & Networking		I-Universe SDN.BHD	Malaysia	Kuala Lumpur	2009	6 month
Diploma	E-Technology Coputing (Miscrosoft Programs, Adobe programs, Database Management)	NIIT	Bangladesh	Sylhet	2006	1 year

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Expected Salary : Tk. 15,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication, Driver
 Preferred District : Chattogram, Dhaka, Sylhet
 Preferred Country : Germany, Ireland, Italy, Malaysia, Netherlands, Norway, United States, Denmark, France, Luxembourg
 Preferred Organization Types : Investment/Merchant Banking, Telecommunication, Design/Printing/Publishing, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Airline, Overseas Companies, Web Media/Blog

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Adobe Photoshop/ Illustrator • MS Word/ Excel/ PowerPoint/ OneNote • Hardware & Networking • WordPress • Web Design • HTML5 & CSS3 • Market/ Consumer Research 	Specialize In Systems & web base Troubleshooting. Good Hand of Typing & Designing concept skill as well. IT Consultant, Web Research.

Extra Curricular Activities:

Traveling. (around every corner of life) Sports. (Badminton, Football, Snooker, Darts) Music. (Classic, Folk, Riff, Metal, Vocal)

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	High
Malay	Medium	Medium	High
Hindi	Low	Low	High
Chinise	Low	Low	Medium

Personal Details :

Father"s Name : Azizur Rahman
Mother"s Name : Monuwara Akter
Date of Birth : January 5, 1988
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Muslim
Permanent Address : Chhatak, Bagbari, Chhatak, Sunamgonj, 3081
Current Location : Dhaka

Reference (s):

Name : Advocate Md. Ashik Ali
Organization : Shahporan SDN.BHD KL
Designation : Director
Address : Graden Tower, Sylhet, 3080
Phone (Off.) : +60102741871
Phone (Res.) :
Mobile : 01711156764
EMail : ashikali017@yahoo.com
Relation : Relative
