Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : *October 8, 2013*

Razibur Rahman

Address: Wahid vila, House no.-208,3 Rajib Ahmed Road,Shamimabad,Baghbari,Sylhet.
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Career Objective:

To serve the organization where I will be employed to increase my professional skills in a competitive and challenging environment using my academic knowledge and practical experience for the achievement of the goal of that organization.

Employment History:

Total Year of Experience : 5.2 Year(s)

1. **ATM Service Support Engineer (December 8, 2012 - Continuing)**

   Net world Bangladesh Ltd
   Company Location : Zeenat Bhavan, 41/1 Kazi Nazrul Islam Avenue.
   Department: ATM
   Duties/Responsibilities:
   1) ATM Machine Installation. (NCR Selfserv-22,22e, 25, 26,36 and 32)
   2) Software load & Cassette configuration.
   3) Installation , configuration of ATM terminal software.
   4) Trouble shooting & ATM terminal problem.
   5) Train up the customer for properly cash loading and operation
   6) Providing Preventive Maintenance (PM) & technical support to automated teller machine.
   7) Support all technical problems in client end.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
BS,c Engg.	Electronics and Telecommunication Engineering	Sylhet International University, Sylhet	CGPA:2.95 out of 4	2012
HSC	Science	Sylhet Govt. College	CGPA:3.1 out of 5	2007
SSC	Science	Mohtosin Ali High School	CGPA:4.56 out of 5	2004

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Practical Training		Bangladesh	Bangladesh	Sylhet	2012	14 hours

		Betar 5(five) hours and BTCL 9(nine) hours.				

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 10,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Ireland, Sweden, United Kingdom, United States, Australia, United Arab Emirates
Preferred Organization Types	: Banks, Telecommunication, IT Enabled Service, ISP, Computer Hardware/Network Companies, Airline, Electronic Equipment/Home Appliances, Call Center

Specialization:

Computer Literacy θ Operating System software like: Windows 98, Windows Me, Windows XP, Windows Vista, Windows 2007, Linux. θ Application Software: Microsoft Office 97, 2000, XP, Adobe Acrobat Reader & Writer, Adobe Photoshop. θ Programming Language: C, C++, HTML, and Java Script. θ Others: Design and set up a LAN. Self Assessment θ Creative Minded. θ Optimistic to handle any critical situation. Service Activities θ Member of SIU Debating Club. θ Member of the American Corner Sylhet. θ Member of SIU Speaking Club. θ Working in social service. Project Works θ FM Transmitter (During 3rd year 2nd semester). θ Infrared Remote Control System. (During 4th year 1st semester). θ Workshop on career plan (During 4th year 1st semester). θ Prepared questionnaire for several research survey.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

Personal Details :

Father's Name	: Mufiz Ali
Mother's Name	: Khaleda Akther
Date of Birth	: September 27, 1987
Gender	: Male
Marital Status	: Single
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Vill-Hussainpur,P.o-kadipur,Thana-Kulaura,Dist-Moulvibazar.
Current Location	: Sylhet

Reference (s):

	Reference: 01	Reference: 02
Name	: A.S.M Iftekhar Uddin	Shajahan Ahmed
Organization	: Sylhet International University	Sylhet International University
Designation	: Head,Dept. of the ECE	Lecturer, Dept. of E.C.E
Address	:	

Phone (Off.)	:		
Phone (Res.)	:		
Mobile	: 01716-304911,01196-063600	01818-846470	
EMail	: horrorfan72@yahoo.com		
Relation	: Academic	Academic	