

Last Updated : **October 21, 2018**

SHAMIR BISWAS

Address: Enayat Ali Khan lane, Katnarpara, Bogra
Home Phone: 027277884
Office Phone :01552416256
Mobile : 01725038602
email:samir_aidas@yahoo.co.in, shamir1980@gmail.com



Career Objective:

To merge motivating ideas & thoughts, techniques, knowledge, and experience build up my career in an IT related profession.

Career Summary:

Using my knowledge and experience, I have strong desire to build up my career in an IT related profession.

Special Qualification:

Diploma In NIIT

Employment History:

Total Year of Experience : 12.5 Year(s)

1. Assistant Manager (October 1, 2016 - Continuing)

Sheltech Engineering Limited

Company Location : Sheltech Panthakunjo: (Level-13,14B & 15), 17 Sukrabad (West Panthapath), Dhaka -1207

Department: ICT

Duties/Responsibilities:

Networking ,Hardware and Software Maintenance , PC trouble shooting, Router Configure ,Software and Database related work, Server Maintenance, Graphics design & Web Page design and hosting , ERP Software Operation, SQL Database related work and Support. Major ICT support-- Hardware: PC / workstation, server and Laptop. UPS, Printer and Scanner. Printing devices and accessories toner / cartridge, etc. Other input devices (i.e. Webcam, Mouse, keyboard, etc.). Operating System and Party 3rd s/w. Supporting data backup and data security. Supervise Antivirus and Firewall h/w s/w. Telecommunication: T&T extension line and terminal setup .Support for Samsung Tablet Provide support for Samsung Grand 2 device Security System: CCTV rearranging works. Checked all CCTV nodes. Maintenance of CCTV nodes with TeleEye DVR, IPTV nodes. Multimedia: Demonstrate all devices (Audio-video, Laptop and multimedia projector) to newly assigned. Mail troubleshooting. Check up and provide support to the team including mail and internet support of all Departments. Correspond with data-connectivity support. Resolve internet browser issue . Email creation and forwarding tasks. Local Area Network: Trained schedule checking and Network support ICT. Network performance tuning work. Progress with LAN work .Coordinate to setup of WiFi device. Address to network security update LAN support. Setup OS include h/w drivers and other office application / software Making sure of Antivirus is updated and running Troubleshoot s/w issues Database and other s/w related issues Software customization according to need Support on Office application for several departments Checking relevant websites Maintaining daily work log. Checking and updating social network sites (i.e. Facebook, Wikipedia, etc.) Others: Correspondence / Meeting / Discussion Visit new office. Scanning documents into soft-copy as per requirement from different department(s). Printing documents for Top Management. Conversion of documents as per requirement from different department(s). Prepare and delivery minute of the meeting on Accounts module. Arrange to prepare list of auction materials of used over consumption materials (i.e. batteries, toner, etc.) as scheduled work. Data access support to Arch. Design dept. Training / Session / Demonstration / Others: Trained schedule checking of Inventory personal . Others: Servicing of both air conditioners at server room & HR related all administrative work.

2. Dhaka (October 16, 2011 - September 29, 2016)

Sheltech (Pvt) Ltd

Company Location : Sheltech Tower .55,Bir Uttam Qazi Nuruzzaman Road (West Panthapath)Dhaka-1205

Department: ICT

Duties/Responsibilities:

Networking,Hardware and Software Maintenance , PC trouble shooting, Router Configure ,Software and Database related work, Server Maintenance,Graphics design & Web Page design and hosting , ERP Software Operation, SQL Database related work and Support.

Major ICT support/ maintenance / service calls Job duties -----

Hardware:

PC / workstation, server and Laptop.

UPS, Printer and Scanner.

Printing devices and accessories toner / cartridge, etc.

Other input devices (i.e. Webcam, Mouse, keyboard, etc.).

Operating System and Party 3rd s/w.

Supporting data backup and data security.

Supervise Antivirus and Firewall h/w s/w.

Telecommunication:

T&T extension line and terminal setup .

Prepare and delivery of weekly PABX report

Provide android support to Head Office.

Synchronization of iPhone and iPad

Provide support for Samsung Tablet

Provide support for Samsung Grand 2 device

Security System:

CCTV rearranging works.

Checked all CCTV nodes. Maintenance of CCTV nodes with TeleEye DVR, IPTV nodes.

Skype video conferencing services and supports on various type of Audio/Video Chat System (i.e. Yahoo, Gtalk, MSN, etc.) among head office, overseas and site offices.

Multimedia:

Demonstrate all devices (Audio-video, Laptop and multimedia projector) to newly assigned.

Check-up and setup Android multimedia device.

Maintenance of all audio-video devices and services

Network

Internet---

Mail troubleshooting.

Check up and provide support to the team including mail and internet support of all Departments.

Correspond with data-connectivity support.

Resolve internet browser issue .

Email creation and forwarding tasks.

Local Area Network:

Trained schedule checking and Network support ICT.

Network performance tuning work.

Progress with LAN work .Coordinate to setup of WiFi device.

Address to network security update

LAN support.

Software:

ERP System:

Project Monitoring module (ERP): Tested added feature with software and correspondence with Construction division to train and get input of the new system

Checked with SCM dept. on new ledger report (ERP)

Internal meeting on overall ERP issues

Update user access in ERP

Cross-check inventory daily entry in ERP (MRR, SR, Transfer, etc.)

Other Software / services / Websites:

Software troubleshooting and update

ERP requirement study .

Correspondence on domain renewal and support issue.

Setup OS include h/w drivers and other office application / software

Making sure of Antivirus is updated and running

Troubleshoot s/w issues

Database and other s/w related issues

Software customization according to need

Support on Office application for several departments

Checking relevant websites

Maintaining daily work log.

Checking and updating social network sites (i.e. Facebook, Wikipedia, etc.)

Others:

Correspondence / Meeting / Discussion

Visit new office.

Correspondence dept., (LAN and PABX connectivity, T&T line transfer .

Feedback on IT issue .

Correspondence with ICT exe for training of ERP data entry to inventory personnel in Zone office.

Document / Mail / Reports:

ICT desk works (i.e. Bills, Requisitions, etc.)

Prepare and delivery of weekly report of ICT dept.

Delivery of information as per requirement from various dept.

Update ICT information.

Check and acknowledge CS document of SCM dept.

Scanning documents into soft-copy as per requirement from different department(s).

Printing documents for Top Management.

Conversion of documents as per requirement from different department(s).

Prepare and delivery minute of the meeting on Accounts module and ERP integration by cross checking and correspondence.

Arrange to prepare list of auction materials of used over consumption materials (i.e. batteries, toner, etc.) as scheduled work.

Data access support to Arch. Design dept.

Training / Session / Demonstration / Others:

Trained schedule checking of Inventory personal .

Others:

Servicing of both air conditioners at server room.

3. **Network and System Engineer (August 15, 2008 - October 15, 2011)**

United Communication and Service

Company Location : House-83,Road-6,Block -C

Department: Computer Section

Duties/Responsibilities:

Networking , Hardware and Server maintenance ,Billing ,
Client Support and other.

4. **Asst.System Engineer (October 5, 2006 - December 31, 2008)**

Photo Color Computer

Company Location : 43, Mayakanon

Department: Engineering

Duties/Responsibilities:

Work is my Responsibility

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.Sc in Computer science	Computer Science	IBAIS University	CGPA:3.54 out of 4	2010	1 year
BSC in CSE	Computer Science & Engineering	IBAIS University	CGPA:3 out of 4	2008	4 year
HSC	Science	Govt. Shah Sultan College ,Bogra	Second Division, Marks :50%	1999	2 year
SSC	Science	Sapahar pilot High School	First Division, Marks :60%	1996	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma in NIIT	Information Technology & NetWorking Engineering	NIIT ,Bogra Center	Bangladesh	Bogra	2001	2 year

Professional Qualification:

Certification	Institute	Location	From	To
CCNA ,RHCE	IT Bangla Ltd.	Dhaka	April 19, 2008	August 28, 2008

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 38000
Expected Salary : Tk. 30,000
Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
Preferred District : Bogura, Dhaka, Dinajpur, Jashore, Khulna, Kushtia, Natore,
Rajshahi, Rangpur, Satkhira
Preferred Country : Italy, Japan, Nepal
Preferred Organization : Training Institutes, IT Enabled Service, NGO
Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Oracle • MS Visio • VB.Net • Visual Basic 6.0 • Windows XP/ 2000/ ME/ 98 • MS Access • Adobe Photoshop/ Illustrator • Cisco • FrontPage • Linux 	Networking ,Crystal Report, Visual Basic 6.0, SQL Server, Accounting Software(POS).Barcode Design,Server maintance PABX system Setup,Router Configuration ,ERP Software Full of Inventory management System operation in Supply Chain etc .

Extra Curricular Activities:

Course Complete in (CCNA & RHCE)/ Associate Member of Bangladesh Computer Society ,Associate Member -06421 ,Registration No-S 1638(53)/95

Language Proficiency:

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

Personal Details :

Father"s Name : Kiran Shankar Biswas
 Mother"s Name : Mira Biswas
 Date of Birth : July 31, 1980
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Hindu
 Permanent Address : 43/22, Atish Dipankar Road, Ramana Chinese (8 Floor-8D),
 Sabujkanan, Dhaka-1214
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: DR. Md. Rashidul Islam	Prof. Dr. Matiur Rahman Miah
Organization	: MBBS (Dhaka), DD(Thiland)	IBAIS University
Designation	: Department of Dermatology	Dean
Address	: TMSS Medical College	Dhanmondi, Dhaka- 1209, Bangladesh
Phone (Off.)	: Bogra.	
Phone (Res.)	:	
Mobile	: 01711436568	01912044740
EMail	:	rmzahid@juniv.edu
Relation	: Family Friend	Academic