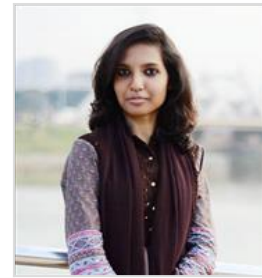


Last Updated : **December 12, 2016**

SHAMSUN NAHAR

Address: 239/7,(2nd floor,north)North Kafrul,Dhaka cantt,Dhaka
Home Phone: 01721542115
email:shnahar20@gmail.com, shamsun.nahar@itl-group.com.bd



Career Objective:

To learn and implement new things and to work in a growth oriented industry where i can integrate my skills to add constructively to organization and myself, while looking for challenging assignments that offer career growth.

Career Summary:

IT Executive : Maintning the Software for the company and providing user support from front end.

Professional Profile:

2+ year of professional experience in Information security & ERP Software development based on oracle .Expert & Highly familier with wide varity of security ,engineering,hardware & netowkring issues.

Special Qualification:

CCNA (Cisco Certified Network Associate) - CCNA part 1, 2, 3, 4 completed & preparing for vendor exam

Employment History:

Total Year of Experience : 5.8 Year(s)

1. Senior Executive (November 13, 2016 - Continuing)

ST Solutions

Company Location : Lalmatia

Department: Business Development

Duties/Responsibilities:

1. Prepare presentation & documentation for clients 2.meeting with clients 3.analyze the process of a software 4.Products market to client

2. Executive (January 1, 2015 - November 10, 2016)

International Trimmings & Labels Private Bangladesh Limited

Company Location : House# 30, Lake Drive Road, Sector# 7, Uttara, Dhaka-1230, Bangladesh

Department: Information Technology

Duties/Responsibilities:

- 1.Prepare source data for entry by opening and sorting mail
- 2.Verifying and logging receipt of data through Software
- 3.Obtaining missing data in Software Records data by operating data entry equipment
- 4.resolving processing problems.
- 5.Sales Invoice Checking in Software
- 6.Protects organization's value by keeping information confidential
- 7.Provide service to end-users on IT issues
- 8.Trained user of the Software

3. Executive IT(ERP) (December 1, 2013 - December 31, 2014)**Codes & Labels Ltd.**

Company Location : 30,Lake Drive Road,Sector-07,Uttara,Dhaka-1230

Department: Information Technology

Duties/Responsibilities:

- 1.Prepare source data for entry by opening and sorting mail;
- 2.Verifying and logging receipt of data through Software;
- 3.Obtaining missing data in Software Records data by operating data entry equipment;
- 4.resolving processing problems.
- 5.Sales Invoice Checking in Software
- 6.Protects organization's value by keeping information confidential
- 7.Provide service to end-users on IT issues
- 8.Trained user of the Software

4. Careline Officer (May 7, 2012 - February 10, 2013)**Orascom Telecom Limited**

Department: Customer Care Department

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BSc	Electrical & Electronic Engineering	Ahsanullah University of Science and Technology	CGPA:2.81 out of 4	2010	4 years
HSC	Science	Shaheed Anwar Girls College	CGPA:4.2 out of 5	2005	1year
SSC	Science	Shaheed Anwar Girls College	CGPA:4.63 out of 5	2003	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA (Cisco Certified Network Associate)	Networking	AIUB	Bangladesh		2011	8 months

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 30000
Expected Salary : Tk. 25,000
Preferred Job Category : Garments/Textile, IT/Telecommunication
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Banks, Telecommunication, College, Software Company, IT
Types : Enabled Service, Development Agency,
Newspaper/Magazine, Public Relation Companies,
Engineering Firms

Specialization:

Fields of Specialization	Description
• ccna	Accomplished a full length CCNA course from Americal International University of Bangladesh.

Extra Curricular Activities:

1.Meeting with new People 2.Motivator 3.Dance 4.Passionate about listening different types of Music

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Abul Khair
Mother"s Name : Nilufa Akter
Date of Birth : November 20, 1988
Gender : Female
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Current Location : Dhaka
