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SUJAN KUMAR PODDAR

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Career Objective:

To build up a successful career with a reputed organization that ensures me to meet organizational objectives with strong commitment,devotion,hard working & sincerity. I am self-Motivated,intelligent,diligent & proficiency to reach the target.

Career Summary:

- i□□ Network & Hardware Troubleshooting
- i□□ Setup all kind of Software with Windows
- i□□ Desktop, Laptop Service & Support & Anti-Virus Management
- i□□ Configure, maintain & upgrade E-mail using Microsoft Office Outlook
- i□□ Maintaining inventory of IT Equipment & Software License

Various Reports Submission Demanded from Management

Special Qualification:

Post Graduate Diploma IN ICT 4th Batch 2nd Place.

Employment History:

Total Year of Experience : 3.3 Year(s)

1. **Data Entry Executive (August 7, 2015 - Continuing)**

Brac Bank LTD

Company Location : Dhaka ,uttara,House Building
Department: Cash Mangement and Custorial Services

Duties/Responsibilities:

*** Key Responsibilities:

- Network & Hardware Troubleshooting
- Setup all kind of Software with Windows
- Desktop, Laptop Service & Support & Anti-Virus Management
- Configure, maintain & upgrade E-mail using Microsoft Office Outlook
- Maintaining inventory of IT Equipment & Software License

Various Reports Submission Demanded from Management

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.B.S IN ACCOUNTING	Accounting	National University	Second Class, Marks :57%	2009	1 YEAR.	-
BBS(Hons.)	Accounting	National University	Second Class, Marks :50%	2008	4 YEARS.	-
Post Graduate Diploma IN ICT	Computer Science	Govt Azizul Haque College,Bogra	CGPA:3.45 out of 4	2012	1 Year	4th Batch Post Graduate Diploma IN ICT 2nd Position
HSC	Science	GOVT. SHAHA SULTAN COLLEGE,BOGRA	CGPA:3.1 out of 5	2004	2 YEARS.	-
SSC	SCIENCE	CORONATION INSTITUTE SCHOOL & COLLEGE,BOGRA	CGPA:3.63 out of 5	2002	2 YEARS.	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
DIPLOMA IN COMPUTER SCIENCE ANS APPLICATIONS	<ul style="list-style-type: none"> • Setup all kind of Software with Windows • Desktop,Laptop Service & Support & Anti-Virus Managem • Maintaining inventory of IT Equipment & Software Lice • Various Reports Submission Demanded from Management Hardware Troubleshooting 	GOVT. AZIZUL HAQUE COLLEGE,BOGRA	BANGLADEH	BOGRA	2010	1 YEAR.

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 11000
 Expected Salary : Tk. 13,000
 Preferred Job Category : Accounting/Finance, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Software Company, IT Enabled Service, Computer Hardware/Network Companies, NGO, Pharmaceuticals, Security Service, Group of Companies, Third Party Auditor (Quality/ Health/ Environment/ Compliance), Developer, Micro-Credit, E-commerce

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Adobe Photoshop/ Illustrator • C/ Turbo C • LAN/ WAN • MS Access • Visual Basic 6.0 • WiFi/ Bluetooth • Windows XP/ 2000/ ME/ 98 • MS Word/ Excel/ PowerPoint/ OneNote • C++/ VC++ 	Operating System : Windows XP,Vista and Seven. Application Package : MS. Word 7,10, MS. Excel & MS. PowerPoint. Graphics Design : Adobe Illustrator, Adobe Photoshop 6,7. Database : MS. Access Hardware : Windows Installation & Trouble Shooting , Setup all kind of Software with Windows, Antivirus Protection Setup, Desktop, Laptop Service & Support & Anti-Virus Management , Maintaining inventory of IT Equipment & Software License, Internet Browsing , E-mail Etc

Extra Curricular Activities:

Language Proficiency:

Language	Reading	Writing	Speaking
BANGLA	Medium	Medium	Medium
ENGLISH	Medium	Medium	Medium

Personal Details :

Father"s Name : Tapan kumar poddar
Mother"s Name : Anjana Rani poddar
Date of Birth : January 2, 1986
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Hindu
Permanent Address : Kishori Ray Lane Shibbati,Bogra Sadar,Bogra-5800
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Engr.Md. Abu Taiyeb Rokon	Md.jahurul Islam
Organization	: Bangladesh Computer Council(BCC)	Govt. Shaha Sultan College,Bogra
Designation	: Senior System Analyst	Teacher
Address	: Bangladesh Computer Council,Dhaka	Govt. Shaha Sultan College,Bogra
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Relation	: Academic	Academic
