Last Updated : ***November 17, 2015***

SYED AHOSAN SADAT (PAVEL)

Address: NearTNTOffice,Kalonimore,Joinpur,Sadullapur,Gaibandha.
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Career Objective:

I developed my career in Microfinance (IT section). I have lot of knowledge Micro finance programs, Microfinance Reporting like MIS & FIS, HRM, Balance sheet, Head office & branch related other reports. Also expert Computer hardware troubleshoots.

Career Summary:

Now I am continue working at Christian Service Society (NGO) as a IT Officer since 01 June, 2014 to continue. I worked 6 month at Abanti Colour Tex Ltd as a RQS (Office Assistant). I worked 5 year in ASA Organization as a Assistant Support Engineer. I also worked 2 year at ASA Organization as a Computer Officer cum office assistant. I was worked 3 year as a Hardware Engineer in Genesis computer Limited, Dhaka. I also worked 6 year as a System Engineer in Bani Computer Home, Gaibandha.

Special Qualification:

Knowledge about Micro Credit program, Photocopier Operating & Basic troubleshooting, Graphics Design, Video Editing, Stabilizer and UPS servicing etc.

Employment History:

Total Year of Experience : 11.7 Year(s)

1. **IT Officer (Microfinance) (June 1, 2014 - Continuing)**

   Christian Service Society
   Company Location : Khulna
   Department: EDS (Economic Development Sector)
   Duties/Responsibilities:
   Responsibilities : Ã¯â□□Â® Communicate with 24 branch"s computer operator for regarding any software and hardware problem. Ã¯â□□Â® Operating web, email and browsing Internet etc. Ã¯â□□Â® Maintenance & Trouble Shoot Micro credit Software which is build by Oracel software. Ã¯â□□Â® Filling MIS & FIS Report Ã¯â□□Â® Taking data back up Ã¯â□□Â® Perform all software related jobs.

2. **RQS (Office Assistant) (December 20, 2013 - May 31, 2014)**

Abanti Colour Tex Ltd (Corny group)
Company Location : Narayangonj
Department: RQS
Duties/Responsibilities:
ï§ Maintain records by filing related documents.
ï§ Operating email and browsing Internet etc.
ï§ Help in staff recruitment process (like goods Inspection/
Quality/Shading etc check & help to prepare Initial/Pre-
Final/Final report).
ï§ Provide different reports to Management as and when
required in word, excel format.
ï§ Receive and follow-up all official letters of the Management
advice.
ï§ Attend incoming and outgoing phone calls.
ï§ Maintain leave & attendance status of the management
staff.
ï§ Any other assignment given by the management time to
time.

3. **Assistant Support Engineer (April 28, 2009 - November 21, 2013)**

   ASA
   Company Location : ASA Tower, Samoly, Dhaka.
   Department: IT (Microfinance)
   Duties/Responsibilities:
   Ã¯â§ Communicate with 48 branch"s computer operator for regarding any software
   and hardware problem.
   Ã¯â§ Operating ASA web, email and browsing Internet etc.
   Ã¯â§ Maintenance & Trouble Shoot ASA Micro finance Management System
   (AMMS) Software which is build by My SQL software.
   Ã¯â§ Western union and NBL Quick pay money payment Software Maintenance &
   Trouble Shooting.
   Ã¯â§ Taking data back up
   Ã¯â§ Perform all software related jobs.
   Ã¯â§ Conducting orientation and training programs with AMMS Software.

4. **Computer officer cum office assistant (MIS & FIS) (April 28, 2007 - April 27, 2009)**

   ASA
   Company Location : ASA Tower, Samoly, Dhaka.
   Department: IT (Microfinance)
   Duties/Responsibilities:
   Ã¯â§ Generating MIS & FIS, HRM, Balance sheet, Fund plans, Target &
   achievement, Received Payment, Head office & branch related other reports.
   Ã¯â§ Operating ASA web, email and browsing Internet etc.
   Ã¯â§ Maintenance of PC Hardware & Software
   Ã¯â§ Filling & documentation.
   Ã¯â§ Letters receive & Dispatch.
   Ã¯â§ Attend incoming and outgoing phone calls.
   Ã¯â§ Other tasks assigned by the Department Head
   Ã¯â§ Assists in arranging travels, meetings and events
   Ã¯â§ Provide Other routine administrative work.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.A	Arts	National University	Second Class, Marks :55%	1999	1997-1998	Dhaka
HSC	Commerce	Sadullapur Degree College	First Division, Marks :65%	1997	1994-1995	Rajshahi
SSC	Science	Sadullapur Pilot High School.	Second Division, Marks :50%	1994	1992-1993	Rajshahi

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Western Union & NBL Quickpay	Western Union & NBL money pay	National Bank Limited	Bangladesh	Khulna	2012	7 days
Office Management Course	Microsoft Office & internet	Asia Faith International	Bangladesh	Rampura, Dhaka.	1997	6 Month
Diploma-in-Computer Engineering	Hardware & Networking	Asia Faith International	Bangladesh	Rampura, Dhaka.	1996	1 Years

Professional Qualification:

Certification	Institute	Location	From	To
Diploma-in-Computer Engineering	Asia Faith International	Rampura, Dhaka, Bangladesh	January 1, 1996	December 31, 1996

Career and Application Information:

Looking For   : Mid Level Job
Available For   : Full Time
Present Salary   : Tk. 21100
Expected Salary   : Tk. 18,000
Preferred Job Category   : IT/Telecommunication, NGO/Development
Preferred District   : Anywhere in Bangladesh.
Preferred Organization Types   : Telecommunication, Computer Hardware/Network Companies, NGO, Consulting Firms, Group of Companies, Call Center

Specialization:

Fields of Specialization	Description
• Adobe Photoshop/ Illustrator • LAN/ WAN • Data Entry Operator/ Supervisor • NGO/ Other Services • Office Assistant • Telephone Operator • IT Support Service • Computer Operator • Hardware Engineer • Service/ support	Hard working, Quick Learn, Competitive, Interested with new Idea.

Extra Curricular Activities:

1. Basic knowledge about Toshiba Photocopy, UPS, Stabilizer, Mobile, Television, Electricity problem Trouble Shooting. 2. Knowledge about Micro credit program, Social network, Water and sanitation program. 3. Telephone operating 4. Having typing Bangla 35, English 45 wpm. 5. Have a Motorcycle Driving License & own Bike.

Language Proficiency:

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

Personal Details :

Father"s Name	:	Syed Samsul Haque
Mother"s Name	:	Most. Anjuara Begum
Date of Birth	:	November 17, 1979
Gender	:	Male
Marital Status	:	Married
Nationality	:	Bangladeshi
Religion	:	Islam
Permanent Address	:	Near TNT Office, Kalonimore, Joinpur, Sadullapur, Gaibandha.
Current Location	:	Dhaka

Reference (s):

	Reference: 01	**Reference: 02**
Name	: Md. Rezaul Islam	Md. Abdur Rouf
Organization	: Bangladesh Police	Kamarpara college
Designation	: S.I	Principal
Address	: Boalia, Rajshahi	Sadullapur, Gaibandha.
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Relation	: Relative	Family Friend