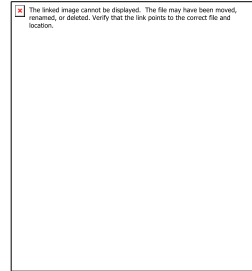


Applied For: **IT Executive (Sylhet)**

Last Updated : **March 1, 2015**

SYED HASIBUR RASHID (HASIB)

Address: Syed Hasibur Rashid, Ka 98/ 3 (5th floor, 6-C), West-Kala-Chad Pur, Gulshan-2,
Dhaka Country: Bangladesh.
Home Phone: 01716034259
Mobile : 01717582211
email:hasiburbd@yahoo.com, hasiburbd@hotmail.com



Career Objective:

Interested for a prestigious job in well-reputed organizations to face the challenge of the time and to gain more experience for a successful career and personal contributions towards and individual development.

Career Summary:

≤ Hardworking ≤ Self-Motivated ≤ Confident ≤ Quality Decision Maker.

Special Qualification:

Associate Member of Bangladesh Computer Society
*7 Years practical working knowledge as a volunteer of TRANSPARENCY INTERNATIONAL BANGLADESH (TIB)
2 Years I have been working as a tips writer of Prothom-alo Computer Protidin Bevag and tips write

Employment History:

Total Year of Experience : 12.0 Year(s)

1. Computer Specialist (March 1, 2012 - Continuing)

Ministry of Agriculture (EQSS Project)

Company Location : Dhaka

Department: ICT

Duties / Responsibilities:

- Planing, design and analyse document management system features, such as user interfaces, access profiles, and document workflow procedures.
- Assisting with the implementation of new systems, financial budget and cost management.
- Developing data, route and network models to optimize structural design and to appraise the performance and consistency of designs.
- Development, implementation and testing remote office network and IT technical planning.
- Providing operational support to the senior network administrator and systems analyst as required.
- Assist in the assessment, acquisition, or deployment of new electronic document management systems.
- Designing multiple projects, monitoring progress, resolving the technical issues and making corrections to meet the deadline.
- Implement electronic document processing, retrieval, and distribution systems in collaboration with

other information technology specialists.

- Assist in determining document management policies to facilitate efficient, legal, and secure access to electronic content.
- Review software documentation to ensuring technical accuracy, completeness, or to mitigate risks.
- Handling any critical problems or issues of technical respect.
- Assist with development and enhancement of relevant standards, procedures and guidelines.
- Providing advice and support to all users including software and hardware related issues.
- Recruiting suitable staff for approved projects.
- Assisting the provision of maintenance relating to existing systems including installation; upgrades; performance monitoring; fault diagnosis and rectification.
- Providing advice on project costs, design concepts, or design changes.
- Developing or updating project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.
- Improving data capture technology to import digitized documents into document management system.
- Establish and execute a project communication plan.

2. **IT Manager (August 25, 2009 - February 25, 2012)**

NORBAN GROUP. (Web: www.bdcom.com)

Company Location : Dhaka

Department: IT Division

Duties / Responsibilities:

-  Configure and administer servers like VPN server, Mail (Exchange server) with spam protection, Web mail, DNS, Proxy, Analog Proxy, DHCP, Web, etc .
-  Modifying as well as Maintaining Company Web Site.
-  Maintain server Windows 2003, Client OS and Web mail.
-  Maintain server system (VPN, Mail, Support), Manage & Troubleshoot.
-  Network Traffic monitoring.
-  Planning the Fiber and DSL network for easily connected and Implementation of new Fiber and DSL connection.
-  Installing and maintenance Biometrics products and Antivirus products. Licensed Antivirus Software (Kaspersky, Bit defender) installed for various companies

3. **IT Faculty cum System Administrator. (December 8, 2005 - August 26, 2008)**

The ACME IT Ltd. (Web: www.acmeglobal.com)

Company Location : Dhaka

Department: IT Division

Duties / Responsibilities:

-  Look after the total system's Network and Manage the total security of this LAN and also troubleshoot them.
-  Identify the problem and solve the problem to ensure the smoothly running all types of activities.
-  Maintain the system's Software and resolve the problems about systems.
-  Monitor all types of activities and prepare the report about total task.
-  Planning, Budgeting, Implementing, Updating system, Installation and Testing of Hardware and Software.
-  Trained up the trainee of A+ Hardware, Operating System (98, 2000, XP, NT) and N+ Networking in a practical field.
-  Trained up the trainee, how to install, configure, manage and trouble shooting the Network using 2000, 2003 and NT Server in a practical field.
-  Providing the total technical support of the system LAN and system software with a great care.
-  Maintaining the Internet system in this organization using proxy server setting and trouble shooting if any kind of problem.
-  Maintaining Machine Assembling, Hardware Maintenance and Trouble Shooting.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
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M. Sc . (Hon's) In Computer Science & Eng.	Computer Science & Engineering	National University	First Class, Marks :93%	2006	1 Year	First Class 8th Merit
B. Sc . (Hon's) In Computer Science.	Information Technology	National University	Second Class, Marks :59.5%	2005	4-Years	n/a
HSC	(Science)	Arpara Degree College, Magura.	Second Division, Marks :58.6%	2001	2-years	n/a
SSC	(Science)	Arpara Ideal High School, Magura .	Second Division, Marks :59.4%	1999	10-years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Microsoft Project 2010	Project Management thorough Software	New Horizons Computer Learning Centers	Bangladesh	Dhaka	2013	24 Hrs
Enterprise Resource Planning (ERP)	15	Algorithm Consulting Ltd.	Bangladesh	Karachi 75500, Pakistan	2010	2 Month
Networking and Advance Java Security	8	The ACME IT Ltd.	Bangladesh	Dhaka	2007	7

Professional Qualification:

Certification	Institute	Location	From	To
ICT, RTI and IT E- Bulletin (Workshop)	Transparency International Bangladesh (www.ti- bangladesh.org)	House-141, Block-E, Road-12 Banani, Dhaka, Banglad	June 1, 2013	June 3, 2013
Microsoft Project Professional (Workshop)	New Horizon Computer Ltd.	Dhanmondi, Dhaka, Bangladesh	May 3, 2013	May 5, 2013
Technical Cooperation Programme (TCP)	Islamic Development Bank (www.isdb.org)	Jeddah 21432. Kingdom of Saudi Arabia	February 10, 2013	February 20, 2013
Internet-based Supply Chain and Vendor Management System	Setlog GmbH (www.setlog.com)	Beethovenstr. 18 58452 Witten, Germany	February 1, 2012	February 15, 2012
Honors Diploma in Network Engineering.	National Institute of Information Technology (NIIT)	Dhaka	January 1, 2005	December 29, 2007

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 31000

Expected Salary : Tk. 40,000
 Preferred Job Category : IT/Telecommunication, NGO/Development, Waiter/Waitress
 Preferred District : Dhaka, Narail
 Preferred Country : Australia
 Preferred Organization Types : Software Company, IT Enabled Service, Computer Hardware/Network Companies, NGO

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Adobe Photoshop/ Illustrator • C++/ VC++ • FrontPage • LAN/ WAN • Macromedia Flash MX • MySQL • PHP • Switches/ Routers • Windows 2000/ 2003 Server(s) • AutoCad

Language Proficiency:

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

Personal Details :

Father's Name : S. M. Harunar Rashid
 Mother's Name : Fatema Khaun Siddqua
 Date of Birth : February 27, 1984
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Fatema monzil, Government girls high school Road, Norail .Thana: Norail, District: Norail, Country: Bangladesh.
 Current Location : Dhaka

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>
Name	: Md. Zaidul Haque	Dr.Md. Arafat Sultan
Organization	: The ACME IT Ltd.	University of Dhaka
Designation	: Deputy Center Manager	Professor
Address	:	
Phone (Off.)	:	

Phone (Res.) :
Mobile : 01717699330
EMail :
Relation : Professional

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Academic