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SYED MIZANUR RAHMAN

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Career Objective:

To make the most of my potential and discover new horizons with a competitive and challenging environment that creates an ideal condition for delivering high quality services as well as the job satisfaction.

Career Summary:

As a Logistician Last 11 years served mostly in ICT, supply chain, procurement, warehouse management, fleet management, premises management etc. The strong analytical and leadership skill makes a successful logistician. Also, extensive experience to support in refugee emergency intervention.

Special Qualification:

Web Development, Electronics project development, Scouting, Cycling, Swimming etc.

Employment History:

Total Year of Experience : 11.8 Year(s)

1. **ICT Officer (July 1, 2015 - Continuing)**

   Medecins Sans Frontieres - MSF
   Company Location : Dhaka, Bangladesh
   Department: Logistic
   Duties/Responsibilities:
   -Accomplish entire Bangladesh mission ICT infrastructure as per policy.
   -Manage the communication system of the mission (Internet, Satellite devices, VHF, HF, Tracking system and cellphone).
   -Administer and maintain the ERP (UniField) system of coordination and project offices (secure public access, synchronization, backup, upgrade and reporting).
   -Ensure the entire mission backup through NAS on weekly basis.
   -Implement and manage the mission LAN, surveillance system and access control system.
   -Monthly reporting of mission ICT and communication system to head quarter.
   -Conduct technical training, prepare documentation and support end user.
   -Frequent project visit to monitor and ensure the smooth network in the field offices.
   -Keeps proper inventories of hardware, software and ICT documentation.
   -Update and contribute mission ICT policies.
   -Briefing, debriefing and update new users about the ICT policy.

2. **IT Officer (May 3, 2014 - June 30, 2015)**

University Of South Asia
Company Location : Dhaka
Department: ICT
Duties/Responsibilities:
Entire network maintains and support of University of South Asia.
Design and deploy IP Phone and IP Camera and enhancement to existing LAN network.
Troubleshoot PC, MAC, WiFi devices and other network devices.
Implementing, maintaining and managing Network security.
Conduct cost effective purchase, Billing and ICT Accounts issues.
Reporting on weekly monthly system network status.
Corporate training, end user support of PC, MAC and smart Phones etc.
Implementing user rights assignment, group policy creation and maintenance and controlling security permission to the users.
Frequent campus and different control unit visit to monitor and ensure smooth connectivity.
Overall running smooth functionality and well balanced network is my key responsibilities.

3. **System Engineer (February 1, 2011 - April 30, 2014)**

   Premier Minerals Ltd.
   Company Location : Dhaka, Bangladesh
   Department: ICT
   Duties/Responsibilities:
   Oversee development and maintenance of computer systems.
   Identify departmental needs and make suggestions regarding technical direction.
   Set up organization`s LAN, intranet and data connectivity etc.
   Design and implement system security and data assurance.
   Configure and install computer systems for field office.
   Test software applications and systems.
   Apply knowledge of computing systems and software structure.
   Analyze users` needs and emergency user supports.
   Create flowcharts, diagrams, and other documentation.
   Create manuals and detailed sets of instructions including algorithms that tell computers what to do.
   Contact and negotiate with vendors for purchase, warranty and repair issues.

4. **IT Officer (May 2, 2007 - January 30, 2011)**

   LAMB, World Mission Prayer League
   Company Location : Parbatipur, Dinajpur, Bangladesh l
   Department: Department of IT
   Duties/Responsibilities:
   #Manage Windows 2003 server with Active Directory, Domain Controller and Exchange Server, ISA Server, Firewall and VPN.
   #Install and maintain Microsoft Windows (7, Vista, XP, 2000) based clients, Microsoft Office (2010, 2007, 2003, XP), Email Clients, Open Source Softwares, Antivirus etc. including loading client softwares and setting up of client computers for trouble free operation.
   #Performed duties assigned by the Authority and served as System Manager during his absence.
   #Configure maintenance and troubleshoot the LAN, WAN, Wi-Fi, Desktops, Laptops, Printers, Routers, Switch, Scanners, Projectors and GPRS Modems etc.
   #Quality ensures to organizations standard and Purchase genuine software/hardware equipments with keep tracking of them in IT Inventory.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Science in Information Technology	Information Technology	Sikkim Manipal University, India *[Foreign Institute]*	First Class, Marks :80%	2004	3 Years	Inventory Control System, Video Library
HSC	Science	Parbatipur Degree College	Second Division	2000	2 Years	Successfully Electrolysis blue vitrol and Salt at my home lab.
SSC	Science	Gyanangkur Pilot High School	First Division, Marks :80%	1998	2 Years	Recycle used dry cell and regenerate energy.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Advance ICT Training 2018		Medecins Sans Frontieres - MSF	Uganda	Kampala	2018	1 week
Logistic Workshop	Construction, Equipment, Energy, Supply, WatSan, Security, ICT, Cold Chain, Bio-Med, Fleet management.	Medecins Sans Frontieres - MSF	Bangladesh	Dhaka	2017	4 Days
Field Management Course-FMC (Second level)	Communication skills, Team-building & Motivation skills, Leadership skills, Delegation, Coaching, Conflict management, Negotiation skills, Stress management, Time management.	Medecins Sans Frontieres - MSF	Bangladesh	Dhaka	2016	05 Days
Information & Communication Technology Training	-Design, Install and manage ICT MSF Infrastructure. -Evaluate ICT infrastructure status and propose improvement.	Medecins Sans Frontieres - MSF	Uganda	Kampala	2016	1 Week
ICT Training, 2015	Network Theory, UniField ERP, Work Organization, VSat & Nano Stations, Practical Case, Windows 7 migration and MDT deployment.	Medecins Sans Frontieres - MSF	Uganda	Kampala	2015	1 week

Professional Qualification:

Certification	Institute	Location	From	To
MS Excel 2007/2010 for Beginners to Intermediate	Bdjobs.com	Dhaka, Bangladesh	October 9, 2015	October 10, 2015
Linux Server Administration and System Configuration-LSASC	Bangladesh University of Engineering and Technology BUET	Dhaka	November 25, 2013	February 25, 2014
Microsoft Certified IT Professional. (MCITP)	Genuity System Ltd.	Dhaka	April 1, 2013	August 30, 2014
Cisco Certified Network Associate â CCNA	Genuity Training Ltd.	Dhaka	February 2, 2012	July 30, 2012

Career and Application Information:

Looking For   : Mid Level Job
Available For   : Full Time
Present Salary   : Tk. 48000
Expected Salary   : Tk. 21,000
Preferred Job Category   : IT/Telecommunication, NGO/Development
Preferred District   : Anywhere in Bangladesh.
Preferred Country   : Germany, New Zealand, Sweden, United Kingdom, United States, Australia, Canada, Denmark, Finland, France
Preferred Organization Types   : Telecommunication, Software Company, Computer Hardware/Network Companies, NGO, Development Agency, Embassies/Foreign Consulate, Engineering Firms, Hotel, Airline, Group of Companies, Satellite TV

Specialization:

Fields of Specialization	Description
• LAN/ WAN • Linux • IT Support Service • NGO/ Other Services • Computer Science/ Engineering • Transport/ Airline/ Travel • ICT for Development • Customer Support/ Client Service • Commercial/ Purchase • Logistic Service	LAN/WAN: Sound knowledge in LAN/WAN infrastructure to plan, design, installation, configuration and maintenance in a smooth and effective manner. MS Small Business Server: Handling of active directory, domain controller, DNS server, exchange server, office365, webmail server, sharepoint and lync server. Linux (Ubuntu): Design and implement mail server, web server, DNS server, proxy server, samba server, DHCP server, MySQL server, FTP server, NFS. Telecommunication and Satellite: Comprehensively handle different type of telecommunication and satellite system Like-cellular phone, fixed telephony, IP telephony, VSAT, GPS, BGAN and thuraya. IT Support Service: IT supports service to the end user and remote location in a smooth way within a time frame. ICT for Development: Planning, designing and implementing an ICT infrastructure with stability and scalability. Security and Data Management: Sound knowledge on system security as well as hands-on experience in control and surveillance system for the entire infrastructure. Extensive knowledge in data management system. Also experienced in different type of storage system (NAS). NGO/Other Services: Working experience in Non-profitable organization with their strategies, values and social responsibilities to build up ICT infrastructure. Customer support/Client service: Skilled to handle a new customer and after sales service with a well communication approach. Travel and Logistic Services: Adapt in frequent traveling inside and outside of country as well as logistic services â purchase, QC, transport, store, supply, maintenance, control and recycle. Commercial/Purchase: Knowledge in export/import issues, like- L/C, C&F and overseas correspondence. Experience in dealingsâ, negotiation, purchase, warranty and repair issues. Social Communication and Activities: Experience in organizing internal events, seminar, dissemination and press conference, conduct ICT training, project launching ICT support & projection, campaign, volunteering etc.

Extra Curricular Activities:

Article Writing, Volunteering, Philately, Coin Collecting, Scouting, Home based daily problem solving through Electronics project.

Language Proficiency:

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

Personal Details :

Father"s Name	: Late. Syed Abul Hossain
Mother"s Name	: Syeda Meher Negar
Date of Birth	: January 1, 1984
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Current Location	: Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Mr. Abdul Mozid Noyon	Mr. Benedict Hasdak
Organization	: Unilever Bangladesh Limited.	LAMB- The Lutheran Aid Medicine of Bangladesh
Designation	: System Analyst	Administrative Director
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