

Last Updated : **December 26, 2018**

TOFIQ UDDIN

Address: Olympic Industries Limited, Battery, Carton & Snacks Unit,
Kutubpur, Kanchpur, Sonargaon, Narayanganj, ., Sonargaon,
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Career Objective:

To pursue a challenging career an CSE, IT and Networking Engineer in an organization that demands strong analytical. I would like to have a long term career with a company which will enable me to contribute in my steady career growth.

Career Summary:

IT Executive with more than 9 years of Hardware and Networking experience. Experience in desktop PC assembling, laptop, Printer, UPS, desktop PC trouble shooting, network and IT security management, Time access Machine, Attendance Machine, ERP, CCTV , Mail Server, Windows Server, Data server, Antivirus Server. Having working knowledge in Group of Companies (WALTON Group, Olympic Industries Ltd. Hypoid Group, CNS, IDS Group).

Special Qualification:

Desktop, Laptop, Printer, UPS, IT Devices related problem solve.
MikroTik Router, Cisco Router, Cisco Switch, Firewall related problem solve.
Data center related problem solve.
ERP, IP Camera, IP Phone, Attendance Machine related problem solve.

Employment History:

Total Year of Experience : 10.0 Year(s)

1. Executive, ICT (March 8, 2018 - Continuing)

Olympic Industries Limited

Company Location : Narayanganj

Department: ICT

Duties/Responsibilities:

- 1) IT System / Network Administration.
- 2) Install and configure computer/Laptop, Hardware, operating systems and applications.
- 3) Configure and manage DHCP, DNS, FTP, SFTP, NAS, mail service, Database servers.
- 4) Troubleshooting system and network problems and solve faults.
- 5) Manage/Administer MikroTik Routers, Cisco Switch, Firewalls, VMware, VPN, RDC.
- 6) Maintain security, backup and redundancy strategies.
- 7) Providing support, including procedural documentation and relevant reports.
- 8) Maintenance Attendance and Access control devices and other IT equipment.
- 9) Email account create and problem solution (Outlook Express, Microsoft Outlook, Mozilla Thunderbird).
- 10) Maintain IP Phone, IP Camera, CCTV, Call Server, NVR, DVR related service.
- 11) MikroTik Router, Cisco Router, Cisco POE SF SG Switch, Firewall, Radio Devices related service.

2. Executive IT (December 17, 2016 - March 7, 2018)

IDS Group

Company Location : Dhaka

Department: IT

Duties/Responsibilities:

- 1) Dextop, Laptop, Printer, UPS, maintenance and troubleshooting.
- 2) MikroTik Router, Cisco Router, Firewall, Routing and Switching LAN, WAN.
- 3) CCTV related problem Maintenance & Backup.
- 4) All Kinds of Software related problem solve & Support with VNC Viewer.
- 5) E-mail related problem solve, Maintenance Mail Server Redhead Linux.
- 6) Data Server related problem solve.
- 7) ERP server related problem solve.
- 8) Antivirus server maintain.
- 9) Domain Server Maintain.
- 10) PABX related problem solve.
- 11) Attendance related machine & software (Time access machine, Access control System) Maintenance and Data Backup.

3. IT Officer (March 20, 2015 - December 16, 2016)

WALTON GROUP

Company Location : DHAKA

Department: IT

Duties/Responsibilities:

- 1) IT System Management Responsibilities,
- 2) Computer hardware, software and service related problems troubleshooting and solution,
- 3) Troubleshooting hardware Maintenance and reporting to System Administrator.
- 4) Installation of computer operating systems with necessary software database services.
- 5) Printer, Scanner, Router, UPS related problems troubleshooting and solution.
- 6) Email account create and problem solution (Outlook Express, Microsoft Outlook, Mozilla Thunderbird).
- 7) Wireless router configuration and its security, Link test.
- 8) Installing, configuring and maintaining servers, switches, routers (both wired and wireless).
- 9) Monitoring Network Performance and Preparing Optimization Policy.
- 10) Maintain IP Phone, IP Camera, PABX, CCTV, NVR, DVR related service.

4. IT Officer (January 5, 2009 - March 15, 2015)

Hypoid Group

Company Location : 21/13 Babor Road, Mohammedpur, Dhaka

Department: IT

Duties/Responsibilities:

- IT System Management Responsibilities,
Computer hardware, software and service related problems troubleshooting and solution,
Troubleshooting hardware Maintenance and reporting to System Administrator.
Installation of computer operating systems with necessary software database services.
Printer, Scanner, Router, UPS related problems troubleshooting and solution.
Email account create and problem solution (Outlook Express, Microsoft Outlook, Mozilla Thunderbird).
Wireless router configuration and its security, Link test.
Installing, configuring and maintaining servers, switches, routers (both wired and wireless).
Monitoring Network Performance and Preparing Optimization Policy.
Maintain PABX & CCTV camera related service.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc in Electrical & Electronic Engineering (EEE)	Electrical & Electronic Engineering	IBAIS University	CGPA:3.27 out of 4	2013	4 Years
Diploma-In-Computer Science & Engineering (CSE)	Computer Science & Engineering (CSE)	Feni Polytechnic Institute (Government)	CGPA:3.12 out of 4	2009	4 Years
SSC	Business studies	Abutorab High School	CGPA:3.31 out of 5	2005	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Cisco Certified Network Associate (CCNA)	Routing & Switching (LAN Switching, IP Addressing, IP Routing, Network Device Security, Troubleshooting)	New Horizons	Bangladesh	Dhaka	2014	6 months
Networking, Troubleshoot Hardware & Software.	Troubleshoot Hardware & Software	Microwave Computer Education (MCE)	Bangladesh	Dhaka	2009	6 months

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Expected Salary : Tk. 15,000
Preferred Job Category : IT/Telecommunication, Mechanic/Technician, Chef/Cook
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Training Institutes, Software Company, IT Enabled Service, Textile, Chemical Industries, Call Center, Cement Industry
Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• LAN/ WAN• MS Word/ Excel/ PowerPoint/ OneNote• PHP• Windows 2000/ 2003 Server(s)• Windows Administration• Wireless• WiFi/ Bluetooth• Switches/ Routers	<ul style="list-style-type: none">• Corporate Office Network & hardware maintenance.• Practical Experience in the Field of Hardware and network (desktop and laptop), Broadband Internet Service.• Anti-virus Management.• Security Management of IT System (cctv, ip camera, dvr controller).• Carry out repair works of various software/hardware related problems.• Ensure that the computer and accessories are in a serviceable condition.• Supervise Management Information System (MIS).• Administration of LAN.• Installation of PCs and desktop applications including upgrades as assigned.• Computer Typing Speed satisfactory.• Printer and other hardware resources installation sharing.• Video conferencing.

Extra Curricular Activities:

Problem Solving Skill, Team Leading, Sports, Blood Donation Activities. Interpersonal Skill.

Language Proficiency:

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

Personal Details :

Father"s Name : JOINAL ABEDIN
Mother"s Name : PARVIN AKTER
Date of Birth : December 5, 1989
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : ISLAM
Permanent Address : Molla Bari, Joinal Master, Abutorab, Mirsharai, Chattogram 4321
Current Location : Narayanganj

Reference (s):

	Reference: 01	Reference: 02
Name	: Engr. Hamidur Rahman	Engr. Md. Farhaduzzman Azad
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