

Last Updated : **April 19, 2017**

TAUFIDUL ARIF MARUF

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Career Objective:

I have prepared myself to serve in a well reputed organization/company. I have enough experience and educational qualification to serve in an organization or company as an executive. So I want to serve in a responsible position at a well reputed org.

Career Summary:

I have completed almost my education & also I took short course in Computer. Now I am working in a reputed garments industry a Sr. Executive in the dept IT.

Special Qualification:

Have complete knowledge about how to create a meeting minutes, office notice, official letter, note sheet etc.

Have higher knowledge about how to follow the guideline/instruction of Administration.
Able to work in under very much pressure

Employment History:

Total Year of Experience : 4.4 Year(s)

1. Software Operator cum IT (June 1, 2015 - Continuing)

Mitali Fashions Ltd.

Company Location : Hatimara Road, Barendra, Kashimpur, Gazipur

Department: IT

Duties/Responsibilities:

1. Ensure company total IT security (web, network & all related others field).
2. Troubleshoot hardware, software and network operating system
3. Responsible for trouble shooting of payroll software, CCTV, IP phone, PABX & Photocopier.
4. Follow-up Jr. officers daily routine works & computer users daily activities using computer. e-mail & network.
5. Communicate with service provider for any kind of support of IT & call meeting if necessary.

2. Computer Operator cum IT (September 1, 2014 - May 31, 2015)

Mitali Fashions Ltd.

Company Location : Hatimara Road, Barendra, Kashimpur, Gazipur

Department: IT

Duties/Responsibilities:

1. Responsible for IT hardware, software and maintenance procurement in the factory
2. Troubleshoot hardware, software and network operating system
3. Responsible for trouble shooting of payroll software, CCTV, IP phone, PABX & Photocopier.
4. Provide orientation to new users of existing technology & company IT policy
5. Ensure company total IT security (web, network & all related others field)
6. Train users about potential uses of existing technology
7. Provide individual training and support on request
8. Install work stations with net connection by cabling and set up hardware
9. Load all required software and provide mail accounts & passwords as required for New Users/ New Requirement of Users.
10. Maintain Weekly Computer Maintenance Sheet (Cleaning, Data Backup & Non-Compliance Data Remove, Virus Scan & many more).
11. Maintain Computer Servicing Record.
12. & perform all other related duties as required during working hours

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BSS	Socieal Science	Bongobondhu Degree College, Mymensingh		2014	3
HSC	Arts	Phulpur Degree College, Phulpur	CGPA:3.3 out of 5	2011	2 Years
SSC	Arts	Phulpur Pilot High School	CGPA:3.25 out of 5	2009	02 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Networking & Troubleshooting		IT Bangla Ltd.	Bangladesh	32, Topkhana Road, Chattagram Bhaban (3rd floor),	2014	6 Month
Database Management with Hardware Engineering		NTC Institute of Computer Education	Bangladesh	Sherpur	2009	6 Month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 30,000
 Preferred Job Category : Garments/Textile, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Afghanistan
 Preferred Organization : Retail Store, Computer Hardware/Network Companies,
 Types Trading or Export/Import, Multinational Companies,
 Garments, Buying House, Pharmaceuticals, Hotel,
 Restaurant, Travel Agent, Poultry, Real Estate

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Production • Admin • Compliance • Merchandising • Administrative/ Executive • Faculty/ Trainer • Secretary • Accounts • Reporting 	I have good knowledge in all of above skill areas. From last 10 years I involved with those department as a factory IT concern & I have very good knowledge on MIS (management Information System).

Extra Curricular Activities:

Without it I have knowledge on photography & travel related issues. I have full knowledge on it.

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Abdul Mazid
 Mother"s Name : Mrs. Hasna Hena
 Date of Birth : June 15, 1991
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Pathakata (East Para), Nakla, Sherpur
 Current Location : Gazipur

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Imran Khan	Shamsur Rayhan
Organization	: Alliance- for Bangladesh Worker Safety	Mahmud Jeanse Ltd.
Designation	: Asst. Manager- Worker Outreach	GM (Admin & HRD)
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Relation	: Professional	Professional