MD.TAUHIDUR RAHMAN RANA

House No- 6534, Qureshnagar R/A Anantapur, Habiganj Sadar-3300 Bangladesh.

Contact #: +8801717190924

E-mail: tauhidurrana@hotmail.com





© Career Objective

Strong desire to build up a successful career by obtaining a challenging position in a reputed organization where I can apply my skill, knowledge and experience to enhance organization success and also to ameliorate my own personal knowledge and experience.



Experience (1.6 Years)

Executive Officer (MIS & IT), Robintex Group

(January 2018 to Present) Bhulta, Rupgonj, Narayanganj, Bangladesh.

Job Responsibilities:

- Installing, Configure, maintain different types of software, server, operating system (windows, windows server) applications.
- Oversee all technical support and troubleshoot network printers, LaserJet printers, photocopying machine, scanners, CCTV cameras, attendance device.
- Install, configure and troubleshoot cameras, NVR and CCTV systems.
- Microsoft outlook email configuring and technical support.
- Provide IT support to the end users and solving technical problems in both a stand-alone and network environment.
- Diagnosis of desktop pcs, laptop, tab, server and solve all kinds of hardware, software related faults and make replacement the parts as and when required.
- Deploy LANs, WANs and wireless networks including routers, switches and other hardware.
- Participate and managing all network security solutions.

> Sylhet Divisional Coordinator, SERAC Bangladesh

(October 2017 to January 2018) www.serac-bd.org

Job Responsibilities:

• Coordinating programs, events and campaigns in Sylhet division.



- Trouble shooting/ Problem solving
- Complaint Handling
- Report & analysis
- Content Writing

- C Programming
- Java (basic)
- HTML, CSS, JavaScript
- SQL
- Mikrotik

Educational Qualification

B.Sc. in Computer Science & Engineering

Leading University, Sylhet Year of Passing: 2017 CGPA: 2.72 out of 4.00

Higher Secondary, H.S.C

Brindaban Govt College, Habigani

Year of Passing: 2009

Group: Science Board: Sylhet GPA: 5.00

Secondary, S.S.C

Habigani High School, Habigani

Year of Passing: 2011

Group: Science Board: Sylhet GPA: 5.00

Mikrotik Router (ISP Setup & Administration)

Institute: CSL Training, Bangladesh Location: Dhaka, Bangladesh (1st February to 19th April 19) www.csltraining.com



Language Proficiency

- **English:** Good in Reading, writing & speaking.
- ➤ **Hindi:** Good in speaking.

Organizing Skills

- Organizer Bangladesh National Youth Conference on Family Planning (BNYCFP 2017, 2018) organized by SERAC Bangladesh associated with International Youth Alliance for Family Planning (IYAFP), United Nations Population Fund (UNFPA), Partners in Population and Development (PPD).
- Organizer Leading University Gaming Fest 2017
- Event Anchoring.

* Activities

- International Youth Alliance for Family Planning (IYAFP): Bangladesh Country Member (2016 to Present)
- The Banned Community (Musical Club of LU): Former Singer (2014-17)
- Leading University Cultural Club: Joint Publicity Secretary (2015-16)
- Leading University Computer Club: Former Extra Curricular Activities Coordinator. (2016-17)
- Khowai Theatre & Sundaram: Theatre Activist (2004-11)
- Bangladesh National Cadet Corps (BNCC): Ex-Cadet (2009-10)

Interests

➤ Reading Newspapers, Music, Social work, Games, Travelling.

Personal Information

Name : Md. Tauhidur Rahman Rana

Fathers Name : Md. Habibur Rahman

Mothers Name : Parvin Begum
Date of Birth : 12/01/1994
Religion : Islam
Marital Status : Unmarried

Marital Status : Unmarried Nationality : Bangladeshi

NID No : 19943624409000139

Blood Group : A (+ve)

Permanent Address : House holding No- 6534, Qureshnagar R/A,

Anantapur, P.O- Habiganj 3300, Police Station-

Habiganj, District- Habiganj



Tofazzal Sohel

Khowai River Waterkeeper Member, Waterkeeper Alliance General Secretary Bangladesh Poribesh Andolon(BAPA) Habiganj Branch Member, National Council

Mob: +8801711371073

Email: tofazzalsohel29@gmail.com

Md. Asaduzzaman Khan

Assistant Professor & Head (Acting)
Department of Computer Science &
Engineering
Leading University, Sylhet,
Bangladesh.

Mob: +8801711003233 Email: head_cse@lus.ac.bd

<u>Declaration:</u> I hereby declare that all of the information above is true, if any found untrue or false I will bear the all liability out of this.



Md. Tauhidur Rahman Rana