

Resume of

HABIBUR RAHMAN



Mailing Address:

Name : **HABIBUR RAHMAN**

Address: House # 33/B, Road # 4, Dhanmondi, Dhaka-1205.

Mobile: +880 1812537305

E-mail : engr.habibjalal@gmail.com

Objectives:

Looking forward to a challenging job in a reputable organization to utilize my database, IT support, and management skills for the growth of the organization and myself.

Career Summary:

	Total Year of Experience: 12 Year(s).
1.	<u>Sr. Program Officer.</u> (01 October 2014 – Continuing)
	Bangladesh Computer Samity (BCS) Company Location: House # 33/B, Road # 4, Dhanmondi, Dhaka-1205. Department: IT.
	<u>Duties/Responsibilities:</u> <ul style="list-style-type: none">➤ IT & Member Affairs➤ Web Site Design & Maintenance➤ Graphics Design➤ Computer Hardware & Network Maintenance.➤ ICT Exhibition, Meeting-Seminar, Workshop, Training, Awareness Program Arrange.➤ International Events: WITSA, ASOCIO, Computex Taipei (Taiwan), HKTDC (Hongkong) & other international events team management.➤ Documents Writing: Letter, E-mail, SMS, Press Release, Publications etc.➤ Member Service: Certificate, ID Card, Help Desk, Membership Visit, Reporting & File Maintenance.
2.	<u>IT Officer & Trainer.</u> (01 June 2013 - 30 September 2014)
	Newspage24 & Nester IT Solutions Company Location: 68/4 (3rd floor), Green Road, Panthapath, Dhaka-1205. Department: IT.

	<p><u>Duties/Responsibilities:</u></p> <ul style="list-style-type: none"> ➤ Graphics & Web Design Trainer ➤ Hardware Maintenance ➤ Desk reporting including preparation of national & international news ➤ Accounting Supports & official reports maintain.
3.	<p><u>Computer Operator</u> (01 March 2011 - 30 May 2013)</p>
	<p>Elephant Road Computer Samity (ECS) Company Location: 95 City Super Market, New Elephant Road, Dhaka-1205. Department: IT</p>
	<p><u>Duties/Responsibilities:</u></p> <ul style="list-style-type: none"> ➤ Member Affairs ➤ Graphics Design ➤ Hardware Maintenance ➤ Documents writing: Letter, E-mail, SMS, Press Release, Publications etc. ➤ Member Service: Certificate, ID Card, Help Desk, Membership Visit, Reporting & File Maintenance.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.Sc.	Computer Science & Engineering	Jagannath University	CGPA: 2.96 out of 4	2016	1.5 Years
B.Sc.	Computer Science & Engineering	Dhaka International University	CGPA: 3.42 out of 4	2014	4 Years
Diploma-in-Engineering	Computer Science	Chandpur Polytechnic Institute	CGPA: 3.18 out of 4	2010	4 Years
S.S.C	Science	Palgiri Begum Rabeya High School	CGPA: 4.38 out of 5	2006	5 Years

Computer Skill:

- MS Office Program: MS-Word, MS Excel, MS-PowerPoint, MS Access (Typing Speed: Bangla 45 WPM, English 50 WPM)
- Graphic Design & Video: Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, After Effects and Basic Animation.
- Web Design & Development: HTML, CSS, PHP, MySql, JavaScript, Wordpress & Laravel.
- Hardware Concept: Computer Assembling, Software Installation, Hardware & Software Trouble Shooting.
- Maintenance Concept: System Maintenance as CPU, Keyboard, Mouse, Monitor, UPS, Printer, LAN and WiFi Router Configuration.

Training Received:

Training Title	Subject	Institute & Address	Result	Pas.Year	Duration
MS-Office Applications	MS-Office, Internet & Hardware Concepts	The Good Earth Computer Training Center Rahimanagar Bazar, Kachua, Chandpur	A+	2006	6 Months
Industrial Attachment Program	Web Site Design & Development, Graphics Animation and Video Editing	Optimal IT Solution (OITS) 1/17 (1st Floor), Humayun Road, Mohammadpur, Dhaka-1207	A+	2009	3 Months
Advanced English Certificate Course (AECC)	Advanced English Certificate Course (AECC)	International Language Institute Dhaka (ILID) 66 Green Road, Panthapath, Dhaka-1205	A-	2014	4 Months
Web Development	Web Development	Bangladesh Computer Council (BCC), ICT Division	A	2018	3 Months

Other Certification Received:

1. Passed the 10th Teachers' Registration Examination 2014 as Assistant Teacher of Computer by Non-Government Teachers' Registration & Certification Authority (NTRCA). Result: 53%
2. Participated in the Innovation Zone of Bangladesh ICT Expo 2016, with an innovative idea for the "Robotics Category" from 03-05 March 2016.

Member of:

1. An 'Associate Member' of Bangladesh Computer Society (BCS) since 22 November 2015 and Membership No.: AM 10182.
2. Member of Institution of Diploma Engineers Bangladesh (IDEB) since 11 April 2017 and Membership No.: 51581.

Professional Strength:

- Comprehensive knowledge of IT (Hardware & Software), Graphics Design, Web Design & Networking.
- Skilled in Designing, Planning, and Implementing LAN/WAN Solutions.
- Proficient in technical and non-technical communication, both oral and written.
- Good leadership skills and the ability to guide and provide technical direction and supervision for a given project.
- Excellent problem-solving, analytical, and logical thinking skills.
- Ability to manage stuff and work with the group.

Personal Information:

Name : Habibur Rahman
Father's Name : Md. Anwar Hossan
Mother's Name : Khairun Nesa
Date of Birth : 1990/09/01
Religion : Islam
Marital Status : Married
Nationality : Bangladeshi

Permanent Address : Vill : Palgiri (Salam Chairman Bari)
P.O : Rahimanagar, P.S: Kachua
Dist : Chandpur

Present address : House # 33/B, Road # 4, Dhanmondi, Dhaka-1205.

Mobile Number : +880 1812537305

Language Proficiency:

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

References:**Reference 1:**

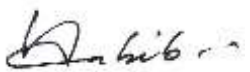
Name : S.M. WAHIDUZZAMAN.
Company : MICRO SUN SYSTEMS
Designation : Proprietor.
Address : Multiplan Center, Level-6,
Shop # 626-627, 69-71 New
Elephant Road, Dhaka.
Mobile No. : +880 1678112606

Reference 2:

Name : MD. HASANUZZAMAN
Organization : Bangladesh Computer
Samity (BCS)
Designation : DGM
Address : House #33/B, Road # 4,
Dhanmondi, Dhaka-1205
Mobile No. : +880 1777770930

Declaration:

I hereby declare to the best of my knowledge and believe that
Above stated information is correct and true.


Habibur Rahman