



MAPTAUL ISLAM TARAQ

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Home: West Mohadebpur, Ward No-07, Sitakunda, 4310 Chattogram (Bangladesh)

ABOUT ME

Actively seeking an opportunity in an organization where I can passionately learn new skills. gather new pieces of knowledge and leverage my learnings. I will devote myself where I can make the best of my potential and contribute to the organizational growth

WORK EXPERIENCE

Sr. Computer Operator

Computer Park & It Institute [11 Jun 2022 – 30 Jun 2024]

City: Chattogram | Country: Bangladesh

- Technical analysis.
- Reporting.
- Performance reports.
- Technical support.
- Adobe Photoshop knowledge.
- Adobe illustrator knowledge.
- Secretarial Functions (Official Letter writing, File Management, Office Tasks, etc.)
- Prepare, Maintain & file various documents.
- Basic knowledge of computers and expertise in MS Word, Excel, PowerPoint, etc.
- Documentation, File Scanning, Data Managing on the system (Excel & Word).
- Completed any task assigned by management.

Chief Executive

Bangladesh Computers [1 Feb 2017 – 31 Jan 2022]

City: Chattogram | Country: Bangladesh

Area of Expertise

Managing a team, Computer Operating, Data Entry Operator (Both English & Bengali).

Duties/Responsibilities

Knowledgeable computer operator effective setting controls and running specific daily tasks. quickly fixing minor issues and helping resolve more advanced problems. Skilled IT professional well-versed in mainframe operations, daily reporting, and data management. Adopt at generating reports, documenting changes and updating logs offering 5 years off related experience as a computer operator at Bangladesh Computers.

Skills:

- Technical analysis.
- Reporting.
- Performance reports.
- Technical support.
- Adobe Photoshop knowledge.
- Adobe illustrator knowledge.
- Secretarial Functions (Official Letter writing, File Management, Office Tasks, etc.)
- Prepare, Maintain & file various documents.
- Basic knowledge of computers and expertise in MS Word, Excel, PowerPoint, etc.

- Documentation, File Scanning, Data Managing on the system (Excel & Word).
- Completed any task assigned by management.

EDUCATION AND TRAINING

Master of Business Administration (MBA)

National University [31 Dec 2022 – 24 Nov 2024]

City: Dhaka - Mymensingh Highway, Gazipur , 1704 Gazipur | Country: Bangladesh | Website: <https://www.nu.ac.bd/index.php> | Field(s) of study: Accounting | Final grade: 2.81 out of 4.00 | Level in EQF: EQF level 7 | NQF Level: Masters | Type of credits: BD Credit Hours | Number of credits: 60

Bachelor of Business Administration (BBA)

National University [1 Dec 2016 – 25 May 2022]

City: Dhaka - Mymensingh Highway, Gazipur , 1704 Gazipur | Country: Bangladesh | Website: <https://www.nu.ac.bd/index.php> | Field(s) of study: Accounting | Final grade: 2.88 out of 4.00 | Level in EQF: EQF level 6 | NQF Level: Bachelor | Type of credits: BD Credit Hours | Number of credits: 124

Note: Due to COVID-19 the final exam was held in December 2021 and the result was published in May 2022

Higher Secondary School

Sitakunda Degree College [13 May 2014 – 19 Jun 2016]

City: Sitakunda, Chattogram, 4310 Chattogram | Country: Bangladesh | Website: <https://sitakundacollege.edu.bd/> | Field(s) of study: Business Studies | Final grade: 3.75 out of 5.00 | Level in EQF: EQF level 4 | NQF Level: HSC

Secondary School

Sitakunda Govt. High School

City: Sitakunda-4310, Chattogram | Country: Bangladesh | Field(s) of study: Business Studies | Final grade: 4.50 out of 5.00 | Level in EQF: EQF level 3 | NQF Level: SSC

LANGUAGE SKILLS

Mother tongue(s): Bengali

Other language(s):

English

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Digital Skills

Node JS (Express.js and MongoDB) / Node Js (JavaScript) / React Frame Work / Html, Java, CSS / Microsoft Office / Google Docs / Microsoft Word / Facebook / LinkedIn / Microsoft Powerpoint / Outlook / Zoom / Microsoft Excel / Skype

HOBBIES AND INTERESTS

Cycling

I like to ride cycle in countryside.

ORGANISATIONAL SKILLS

Team Player

I can articulate ideas clearly and effectively with my strong analytical skill which I developed during working on different volunteer organization

Quick Learner

I quickly adapt to new situations and learn things as fast as possible

Decision Maker

In a critical situations, I can able to take fast decisions based on the current scenario and of course bring value to the organization

VOLUNTEERING

Sitakunda, Chattogram, 4310 Chattogram (Bangladesh)

Vice President

Pard associated youth organizations

[17 Jul 2018 – 18 Jul 2018] Chattogram

Volunteer

Participated in "Lighting up Lives in Tripura Para" a light-giving project under Liter of Light Bangladesh