

## MD. ASRAFUL ISLAM

Address: 352 Nazimuddin Road Gobinda, Pabna ., Pabna Sadar, Pabna Sadar, Pabna 6600  
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### **Career Objective:**

I can work in a dynamic professional environment in diverse field of Information Technology. I like to learn new things.

### **Special Qualification:**

I am honest, hard working and focus on my targeted work. My communication skill is good with my co-worker.

### **Employment History:**

**Total Year of Experience :** 6.1 yrs

**1. Assistant IT Officer( 2.3 yrs )**

(November, 2019 - Continuing)

**Anannyo Samaj kallyan Sangostha**

Dhaka Road Salgaria, Pabna.

**Area of Expertise**

Basic trouble Shooting ( 0.8 yr ), Hardware & Networking ( 0.8 yr ), MIS and AIS ( 0.8 yr )

**Duties/Responsibilities**

IT & MIS management System

IT administration

Hardware & Networking

Basic trouble Shooting

troubleshoot and solve problems

Information Management

new users`e-mail accounts, profiles, and deal with password issues

IT infrastructure management

Judgement and Decision Making

Analytical Thinking

Planning and Organizing

Coordinate with staff or clients in the field through a series of actions, either face-to-face or over the phone, to help setup systems or resolve the issues

Maintain and service of Desktop, Laptop & Printer, Wi-fi etc.

**2. Assistant Engineer( 0.8 yr )**

(January, 2019 - November, 2019)

**ADN Technologies Limited**

Paragon House(9th Floor) 5,Mohakhali C/A, Dhaka-1212

**Area of Expertise**

Engineers ( 0.8 yr )

**Duties/Responsibilities**

POS Support

Communication

Data Management

Statistics Analysis

Teamwork & Collaboration

Client & Result Orientation

365 Cloud services,OneDrive,Shared Point,Outlook,MS Teams

Maintain and service of Desktop, Laptop & Printer, Wi-fi etc.

**3. IT Executive( 2.7 yrs )**

(May, 2016 - January, 2019)

**Tech Zone**

Ka-3/E,(2nd floor)Post Office Road Khilkhet, Dhaka-1229

**Area of Expertise**

Administration ( 0.8 yr ), Busienss Development ( 0.8 yr ), Technical Support ( 0.8 yr )

**Duties/Responsibilities**

Manage the use, maintenance and technical support to Progress including planning and oversight of data collection, input and verification; produce standard and ensure Progress related data entry activities like whom are assigned for which work, what to do for other clients etc.

ERP software management

IT Infrastructure Solution

Statistics Analysis  
Geographic Information Systems

Coordinate with staff or clients in the field through a series of actions, either face-to-face or over the phone, to help setup systems or resolve the issues.

manage virus threats applying anti-virus server policies  
basic programmatic functions.

Maintain and service of Desktop, Laptop & Printer, Wi-fi etc.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Science (MSc)	Computer Science & Engineering	Pabna University of Science and Technology	Enrolled	2019	2018-2019
Bachelor of Science (BSc)	Information Technology	University of Information Technology & Science	CGPA:3.15 out of 4	2017	2013-2017
HSC	Science	Shahid Bul Bul Govt. College , Pabna	CGPA:3.9 out of 5	2011	2009-2010
SSC	Science	Pabna Zilla School, Pabna	CGPA:4.81 out of 5	2009	2007-2008

**Professional Qualification:**

Certification	Institute	Location	From	To
data entry operator	National Board of Revenue (NBR), Bangladesh	Segunbagicha,Dhaka	January 1, 2017	October 5, 2017

**Career and Application Information:**

Looking For : Entry Level Job  
 Available For : Full Time  
 Preferred Job Category : Education/Training, IT/Telecommunication, NGO/Development  
 Preferred District : Dhaka, Pabna, Rajshahi  
 Preferred Country : Australia, Canada, Denmark, Germany, Italy, Netherlands, Norway, Sweden, Switzerland, United States  
 Preferred Organization Types : Telecommunication, Software Company, Computer Hardware/Network Companies, Technical Infrastructure

**Specialization:**

Fields of Specialization	Description
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<ul style="list-style-type: none"> <li>HTML5 &amp; CSS3</li> <li>JavaScript</li> </ul>	You Can checkout my GitHub portfolio <a href="https://mdasraful.github.io/wd-portfolio/">https://mdasraful.github.io/wd-portfolio/</a>
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### **Extra Curricular Activities:**

Debater , Single acting , Present statement , badminton , easy writing

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : LATE. Abdus Salam  
 Mother's Name : Most. Afroza Akter Razia Banu  
 Date of Birth : December 5, 1993  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 National Id No. : 4194614600  
 Religion : Islam  
 Permanent Address : 352 Nazimuddin Road Gobinda, Pabna ., Pabna Sadar, Pabna Sadar, Pabna 6600  
 Current Location : Pabna  
 Blood Group : B+

### **Reference (s):**

<b><u>Reference: 01</u></b>		<b><u>Reference: 02</u></b>
Name	: Raihan Uddin Ahmed	A M Shahid Hasan
Organization	: American International University- Bangladesh	World Food Programme
Designation	: Assistant Professor, Head of CSE	IT Operations Assistant
Address	: Rampura	
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801825249238	+8801612210474
E-Mail	: ruabng2000@yahoo.com	shaahidhassan7@gmail.com
Relation	: Academic	Family Friend