



# Zubaer Mahmood Zubraj

## Management/Telecom and Network Engineer

### Professional Experiences

- 1. Manager (Human Resource and Software Engineering).**  
**Adipster Tech Limited. (Hong-Kong)**  
**Department:** HR and Technical  
**Responsibilities:** Company Key Objective manage by **GTMhub**, HR selection and recruitment by **HIRESELECT**, Job circular preparing, Contact paper providing, Licensing, Legal issue, Monthly roster planning, Daily and monthly work time tracking by **HUBSTAFF**, leave management, Conflict management, Time base payroll, Procurement, Conducting ad-hoc data analysis and software-related disciplines, google spreadsheets automation, solving software problems by designing system specifications beta testing software related projects, protecting company privacy by ensuring that security is tight and confidential information remains confidential, most positions involve the use of Data management and automation, Data security, and Data Analysis.  
**Duration:** Jul 25, 2020 – Till now.
- 2. Executive**  
**Regent Airways (CGP-APT)**  
**Department:** HR and IT  
**Responsibilities:** HR selection and recruitment, Monthly roster planning, Daily and monthly attendance monitoring, leave management by HRIS software "**kormee**", providing IT support in domestic and international flight operation, VRS system maintenance, troubleshooting, configuration, new device installation, radio network Maintenance, frequency and channel configuration in Motorola RT set, Windows server operating system, Microsoft Office and Microsoft products installation and maintain in systems, PBX phones network, Cisco LAN & WAN network maintenance and access control.  
**Duration:** May 07, 2017 – April 07, 2020.
- 3. Researcher (Electronics, Communication, Computer science Data)**  
**Essayport Ltd.**  
**Department:** Technical  
**Responsibilities:** Preparing, collecting and making solution about any Electronics, Communication, Computer science related Data and research.  
**Duration:** March 3, 2020 – September 5, 2020
- 4. Founder**  
**ZTech incorporation.**  
**Department:** Technical  
**Responsibilities:** IT support consultant, Software (HR management, School management, Hospital management), Software planning and design, Network solution, Security solution.  
**Duration:** May 3, 2017 – Till now.

### Academic Details

- Masters in Business Administration (MBA)**  
 International Islamic University, Chittagong. (2015-2017)  
**Major:** Human Resource Management  
**CGPA:** 3.31/4.00
- B.Sc. in Electronics and Telecommunication Engineering (ETE)**  
 East Delta University, Chittagong. (2012-2016)  
**Major:** Telecommunication **Minor:** Electronics  
**CGPA:** 3.07/4.00
- Bachelor in Business Administration (BBA)**  
 University of Information Technology and Science, Chittagong. (2011-2014)  
**Major:** Finance **Minor:** Marketing  
**CGPA:** 3.36/4.00

### Training and Certificate

- 1. Mikrotik Certified Network Associate (MCNA),** Titash Academy, Bangladesh. (2017) (3-Month)
- 2. Cisco Certified Network Associate (CCNA),** New Horizons Bangladesh (2016). (4-Months)
- 3. Advanced Telecommunication Training (ATT),** Telcoma Technologies Pvt.Ltd., India. (2016) (4-Months)

### Inner Qualities

- ❖ **Good sense of responsibility and commitment.**
- ❖ **Highly organized with a creative flair for project work.**
- ❖ **Ability to work under strain.**
- ❖ **Skilled in reports management and presentation.**

### Career Overview

"Skilled and experienced Engineer with experience in Human Resource, Management, designing, installing and maintaining telecommunications and networking equipment for the transmission of cellular, broadband, landline and cable data. Proven track record of company management, identifying and troubleshooting Telecom and Network issues by my strong work ethic and time effective as possible."

### Contact

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 in **<https://www.linkedin.com/in/zubraj>**

### Skills

OKR by GTMhub, Payroll, Hubstaff,  
 Recruitment by HIRESELECT Criteria Corp.

GSM System (2G, GPRS, EDGE, 3G,  
 Transmission), GSM System Survey, Wireless

GSM Neighbor preparation & implement for  
 new sites

Network Planning & Optimization, KPI Report  
 Analysis, SCFT & CLUSTER Report  
 validation

Map info, Google Earth, Drive test, Cisco and  
 Mikrotik devices

Cisco Certified Network Associate

LAN, WAN, CCTV PBX

IT support Troubleshooting

Operating system Windows server

Microsoft Office Auto CAD

Programming C and Python

HRIS Management and All HR duties.