



Ibrahim Saad Ansary

ICT Officer

PROFESSIONAL SUMMARY

I was start working as HR-CO & IT at Market Express LTD, now I am working as an ICT Officer at BURO Bangladesh (NGO). I am Self-Motivated, Well-organized which help me to get forward with my career goal.

WORK EXPERIENCE

ICT Officer

BURO Bangladesh– 1st July 2021 to Present

Duties:

- Install and configure software and hardware, including printers and so on.
- Monitor system and network performance and organize maintenance activities (e.g. backups)
- Organize troubleshooting, repairs and data restoration.
- Provide technical support to end users of service and software(PF management software, gBanker, Inventory software) over telephone, email or SMS
- Travel as needed or requested to branch offices to help IT related support.
- Provide appropriate IT support and advice to end users.
- Be on call 24X7 to support business critical data network and so on

DIRD GROUP OF COMPANIES

Jr. System Engineer– 11th July 2019 to 16th July 2021

- Provided technical support and consultation for Software, and Networks.
- Provided the solution to users when they faced Technical problems.
- Maintain computer systems and make sure that all departments IT related devices are functioning properly and Setting up user accounts, permissions and passwords.
- Check all LAN, WAN, Wi-Fi systems, CCTV surveillance, Video conferencing systems (MS Teams, Google meet).
- Working on basic Active Directory and controlling IT user accounts.
- Configuration Microsoft Outlook, Windows Live Mail on user Desktop/Laptop/ Mobile
- Assist to maintain the IT Inventory.
- Purchasing of IT Equipment and software in line within agreed budgets

Market Express (Contractual, Project Uttaran)

IT Associate: 11th Nov 2017 – 16th Nov 2018

Duties:

- Overseeing the full recruitment cycle and Selection. Complete recruitment solution through CV sourcing, CV sorting, CV screening and assessment.
- Maintains human resources records by recording new hires, terminations, merit increases; tracking vacation, sick, and personal time.
- Creating and updating HR database
- Responsible for the day to day administration of the network infrastructure.
- Exchange administration - Added users to the domain Active Directory, set up Email accounts.
- Added users to the wireless network.
- Network and computer hardware/software installation, configuration and troubleshooting.

AREAS OF EXPERTISE

Software Installation & Training, Microsoft Operating Systems, Microsoft Office Suite, Desktop and Server Support, Computer networks and TCP/IP, DNS, DHCP, Active Directory, Documentation & Training, HTML, CSS, PHP

PROFESSIONAL

1. Certificate on Professional Customer service (PCS), Dhaka Calls, 2019

2. Certificate on Computer Hardware and Troubleshooting & Basic Networking, DIIT, 2012

EDUCATION

Institution: University Of Development Alternative (UODA)
Department: Computer Science and Engineering
Passing Year: 2017
Result: 3.02

Institution: Govt. M.M. ALI College, Kagmari, Tangail.
Department: Science
Passing Year: 2011
Result: 4.20

Institution: Tangail Shibnath High School.
Department: Science
Passing Year: 2009
Result: 4.56

PERSONAL DETAILS

Father Name: Nazmul Huda Ansary
Mother Name: Shilpy Khan
Religion: Islam
Mobile No: +8801706478862
E-mail: niloyansary66@gmail.com
Nationality: Bangladeshi
Permanent Address: Ansary lodge,
Adalot Para (Beside Sabur Khan tower)
Vill: Tangail Sadar, P.O: Tangail Sadar,
Thana: Tangail Sadar, Dis: Tangail
Sadar.
Present Address: Z1441, Eklashpur,
Noakhali, Bangladesh.
DOB: 27 April 1994
Marital Status: Single
Gender: Male

Personal Interests

- You-tubing (Saadifzs)
- Blogging
- Learning New Tech

KEY SKILLS AND COMPETENCE

- Extensive background in computers and networking systems, with abilities in building new systems, finding problems and fixing any issues.
- Knowledge about CCTV, Access Control machine
- Troubleshooting Techniques of Common PC Hardware Problems.
- HTML, CSS, Bootstrap, Basic PHP
- Practical experience on any types of Printer, Scanner and Hardware

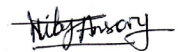
KEY SKILLS AND COMPETENCE

Name : Nurul Islam
Organization : Buro Bangladesh
Designation : Team Leader (IT)
Address : Noakhali Zone, Bangladesh
Mobile : 01709984953
Email : nurul.it@burobd.org
Relation : Reporting Boss

Name : Manik Mondol
Organization : DIRD Group
Designation : Assistant Manager (IT)
Address : Hemayetpur, Savar, Dhaka
Mobile : 01811446939
Email : manik@dirdgroup.org
Relation : Reporting Boss

Name : Md. Golum Mostofa
Organization : Market Express Ltd
Designation : Project Manager
Address : House No# 8, Road# 23/C, Gulshan-1,
Dhaka-1212
Mobile : 01797455008
Email : mostofa-prj@marketexpressbd.com
Relation : Reporting Boss

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.



Signature