

# Curriculum Vitae

## Ahmodullah

### Contact Information

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### Career Objective

To build a successful career in IT by thriving in a challenging role, contributing to organizational growth, leveraging technical expertise, and embracing opportunities for professional development and advancement in a fast-evolving industry.

### Career Summary

**Total year of experience: 7 Years**

#### IT Officer (November 22, 2024 - Continuing)

**Institute Name:** Uttara University

**Institute Location:** Holding No 77, Beribadh Road, Turag, Uttara, Dhaka-1230, Bangladesh

**Department:** Office of IT

#### Responsibilities:

1. Configure, monitor, and troubleshoot LAN, WAN, and Wi-Fi networks.
2. Ensure security through access controls, backups and firewalls.
3. Install, configure, and maintain operating systems and software.
4. Support users with computer problems and resolve their issues
5. Maintain and repair IT hardware, including PCs, printers, and peripherals.
6. Manage, configure, and monitor access controls, NVR, and IP Camera.
7. Track IT inventory and handle procurement processes.
8. Troubleshoot hardware and software issues in person, remotely and via phone, troubleshoot network and connectivity issue.
9. Provide technical assistance to users for hardware, software, and network issues.
10. Train staff in IT tools and security best practices.
11. Maintain IT documentation and ensure compliance with organizational standards.

#### Senior Lab Assistant (Computer) (January 01, 2024 – November 22, 2024)

**Institute Name:** Uttara University

**Institute Location:** Holding No 77, Beribadh Road, Turag, Uttara, Dhaka-1230, Bangladesh

**Department:** Department of CSE

#### Responsibilities:

1. In charge of overseeing the 13 computer labs
2. Managing the lab schedules and providing technical support to students and faculty.
3. Planning, designing and implementing departmental computer LABs.
4. Diagnosis and resolution of hardware, software, or connectivity problems.
5. Router configuration and LAN cabling, setup & monitoring network connectivity.
6. Provide user support, including password resets, account provisioning, and access troubleshooting.
7. Installed and maintained access controls, NVR, and IP Camera.
8. Designing and implementing departmental Wi-Fi zone, IP camera and NVR.
9. Deploy and manage software applications, updates, and patches.
10. Provide training and support to Lab Assistant for best practices and troubleshooting techniques.
11. All kinds of printer & network printer setup, maintain & troubleshooting.
12. Manage and support activities associated with the Office of IT of the University.
13. Manage Computer Lab & Office of IT equipment inventory.

## **Lab Assistant (Computer) (June 01, 2018 – December 31, 2023)**

**Institute Name:** Uttara University

**Institute Location:** Holding No 77, Beribadh Road, Turag, Uttara, Dhaka-1230, Bangladesh

**Department:** Department of CSE

### **Responsibilities:**

1. Established computer labs for the CSE department, creating conducive environments for practical learning and experimentation.
2. Provided comprehensive network systems administration and troubleshooting support, ensuring seamless operation of lab facilities.
3. Diagnosis and resolution of hardware, software, or connectivity problems.
4. Desktop assembling & troubleshooting.
5. Providing technical support in University G-suite account to all CSE department students.
6. All kinds of printer & network printer setup, maintain & troubleshooting.
7. Manage and support activities associated with the Office of IT of the University.
8. Manage Computer Lab equipment inventory.



### **Academic Details**

#### **• B.Sc. in Engineering**

- \* Institute Name : European University of Bangladesh
- \* Department : Computer Science and Engineering
- \* Passing Year : 2025
- \* CGPA : 3.30 (Out of 4)

#### **• Diploma in Engineering**

- \* Institute Name : Tangail Polytechnic Institute, Tangail
- \* Department : Computer Technology
- \* Board : Bangladesh Technical Education Board
- \* Passing Year : 2017
- \* CGPA : 3.45 (Out of 4)

#### **• Secondary School Certificate (Dakhil)**

- \* Institute Name : Namazgarh Gausul Azam Kamil Madrasah, Naogaon
- \* Board : Madrasah
- \* Group : Science
- \* Passing Year : 2013
- \* GPA : 5.00 (Out of 5)



### **Industrial Training**

- Company Name** : Smart IT Limited  
**Location** : Adabar-01, Mohammadpur, Dhaka-1207, Bangladesh.  
**Course Name** : Networking.  
**Duration** : 01 August 2017 to 31 October 2017.



### **Skills**

#### **Computer Networking:**

- Lan Networking.
- Router Configuration.
- Networking troubleshooting.
- Proper maintenance of Networking and related equipment.

#### **Computer Programming Language:**

- C /C++ Programming
- HTML, CSS

#### **Install & Configuration Computer Hardware:**

- Set Up Hardware: Install and configure computer systems, printers, and other hardware.
- Software Installation: Install and update software applications.

- Network Configuration: Set up and configure network devices, including routers, switches, and firewalls.
- User Accounts: Manage user accounts and permissions in various systems and platforms.
- Assemble Computer Hardware and Computer related peripherals including equipment's replacement, equipment installation and de-installation.
- Diagnose, trouble-shoot and resolve hardware problems and connection.
- Proper maintenance of Computer hardware and related equipment's.
- Microsoft Windows 98, 7, 8, 10, 11, XP and Linux installation, configure & troubleshooting.

**Applications:**

- Microsoft Office Package Program
- Adobe Photoshop & Illustrator
- Video Editing (Filmora and Camtasia)



## Reference

### Reference 1

**Dr. Mohammad Amanul Islam**

Assistant Professor, Department of CSE

Uttara University

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Dhaka-1230, Bangladesh

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Relation: Professional

### Reference 2

**Nixon Shuaeb**

Instructor (Computer)

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Relation: Academic

I undersigned, hereby declare that I will be responsible for any wrong information provided.

Ahmodullah