RESUME
OF
ASADUL ISLAM

📍 **Address:** Diakhali, Earpur Union, Baron, Ashulia, Savar Dhaka

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Career Objectives:

To grow in a progressive organization as an Engineer where enhanced educational skills can help in achieving the goals of the company. To works in responsible position where I could use my interpersonal skills. Creativity and above all my learning experience in order to develop my career as well as to contribute in the **IT** sector.

Career Summary:

I am a hardworking and dedicated IT professional with over 6 years of experience managing and maintaining IT infrastructure. My expertise spans hardware, software, networking, and system security, with a focus on ensuring operational efficiency and user satisfaction. I possess strong analytical thinking, creative problem-solving abilities, and the capacity to manage multiple tasks effectively under pressure.

Working Experience:

Company Name	: **Tech Max Ltd. (A sister concern of Sterling Styles Ltd.)**
Designation	: Executive
Duration	: 13th September 2025 to Till Now.
Department	: IT & ERP
Company Location	: Diakhali, Earpur Union, Baron, Ashulia, Savar Dhaka.

Duties/Responsibilities:

- Managed and maintained overall IT and ERP infrastructure ensuring smooth operations.
- Provided technical support for hardware, software, network, and ERP system issues.
- Assisted in ERP user management, access control, and module configuration.
- Coordinated with departments to resolve ERP data entry and process errors.
- Configured and monitored Mikro-Tik routers, switches, and Wi-Fi systems.
- Maintained server performance, data backups, and cybersecurity measures.
- Administered CCTV, IP cameras, NVR/DVR, and central monitoring systems.
- Managed PABX, IP phones, and PA systems for internal communication.
- Supported Microsoft 365 services including Exchange, OneDrive, and Teams.
- Maintained IT asset inventory, and system documentation.
- Coordinated with vendors for equipment purchase, AMC, and maintenance.
- Developed and enforced IT & ERP policies, guidelines, and best practices.

Company Name	: **South East Textiles (Pvt) Ltd. (Knitting Unit). (A sister concern of Interstoff Group)**
Designation	: Supervisor, Support Engineer, Junior Executive.
Duration	: 1st August 2019 to 10th September 2025.
Department	: Information Technology (I T)
Company Location	: Gohailbari, Shimulia, Saver, Dhaka

Duties/Responsibilities:

• Installed, configured, and troubleshot desktops, laptops, and operating systems.
• Managed and monitored IT infrastructure including hardware, software, and network systems.
• Configured and maintained Mikro-Tik routers, Wi-Fi access points, and network switches.
• Set up and managed network file sharing, printer sharing, and network printers.
• Installed, configured, and maintained NVR/DVR systems and IP cameras for CCTV surveillance.
• Provided first-level IT support for hardware, software, and networking issues.
• Set up and managed Microsoft 365 services including email, OneDrive, and SharePoint.
• Handled PABX, IP phones, and PA systems for internal communication.
• Performed regular data backups, recovery procedures, and system security checks.
• Installed and updated antivirus software and monitored network security.
• Maintained IT asset inventory, software licenses, and related documentation.
• Coordinated with vendors for equipment purchase, repair, and AMC services.
• Monitored system performance, optimized storage, and minimized downtime.
• Assisted new employees with account setup, email configuration, and IT orientation.

Skills:

IT Infrastructure Management:
• Managing hardware, software, and networking systems.
• Developing IT policies for security and efficiency.
• Performing system updates, virus scans, and backups.

Networking:
• Mikro-Tik configuration and LAN/WAN management.
• Network maintenance, monitoring, and troubleshooting.
• Managing server and network device records.

Technical Support:
• Troubleshooting hardware and software issues.
• Providing user training and support.
• Managing IT inventory.

Hardware and Security:
• Installation and troubleshooting of PCs, printers, routers, and scanners.
• Implementing network and data security measures.

Surveillance and Telephony Systems:
• Installing and troubleshooting NVR/DVR systems, IP cameras, and PABX/IP phones.
• Operating and maintaining PA systems.

Access Control and Documentation:
• Managing attendance and access control systems.
• Maintaining IT documentation and security protocols.

Operating Systems:
• Proficient in Windows XP, 7, 8, 10, 11, and Linux.

Additional Skills:
• Basic AutoCAD design (2D).
• Researching emerging technologies for improvements.

Academic Qualification

Degree	Institute	Department	Duration	Passing Year	Result
Bachelor of Science (B.Sc.)	Sonargaon University	Computer Science & Engineering (CSE)	4 Years	2025	CGPA 3.75/4.00
Diploma in Engineering	Sylhet Polytechnic Institute	Computer Technology	4 Years	2019	CGPA 3.04/4.00
Secondary School Certificate	Shajanpur High School	Business Studies	---	2015	GPA 4.83/5.00

Professional Achievements

Certification	Institute	Location	From	To
MTCNA, MTCRE, MTCSE with vendor Exam	Atova Technology	Mohammadpur, Dhaka 1207	**Issue-** September 05,2025	Valid for three years since issue.
Google Cybersecurity	Coursera- Online	Dhaka Bangladesh	December 27, 2023	January 2, 2024
Microsoft Cybersecurity Analyst	Coursera- Online	Dhaka Bangladesh	April 16, 2023	April 24, 2024
Google IT Support	Coursera- Online	Dhaka Bangladesh	December 5, 2022	December 10, 2022
CCNA Routing & Switching	Algo-Tech Solution Limited	House No-19 Sector 4 Uttara Dhaka.	March 2, 2019	June 1, 2019

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	Good	Good	Good
English	Medium	Medium	Medium

Personal Information

Name   : Asadul Islam
Father's Name   : Helal Uddin
Mother's Name   : Mamataj Begum
Date of Birth   : 03-02-1999
Gender   : Male
Marital Status   : Unmarried
Nationality   : Bangladeshi
Religion   : Islam
Height   : 5.4"
Weight   : 78 kg
Blood Group   : A$^+$ (ve)
Permanent Address: Chararvhita,Shajanpur,Gopalpur,Tangail.

Reference:

Mr. Raihanul Islam (Rasel)
Deputy Manager - **IT**
Interstoff Group - Chandora, Pollibiddut,Kaliakoir,Gazipur.
Contact No: 01717-785230

Declaration Authenticity:

"I, the undersigned, hereby declare that all the information provided in this document is accurate, complete, and true to the best of my knowledge and belief. I understand that any false or misleading information may lead to disqualification or other consequences. I take full responsibility for the accuracy of the details presented."

Date: /   /