RESUME
OF
ASADUL ISLAM

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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	: **South East Textiles (Pvt) Ltd. (Knitting Unit).**
Designation	: Junior Executive
Duration	: 1st July 2023 to TillNow.
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 MikroTik Routers, Wi-Fi access points, and network switches.
- Set up network file sharing, printer sharing, and configured network printers.
- Installed and maintained NVR/DVR systems and IP cameras for CCTV surveillance.
- Provided first-level IT support for hardware, software, and networking issues.
- Setup Microsoft 365 services including email, OneDrive, and SharePoint.
- Managed PABX, IP phones, and PA systems for internal communication.
- Performed regular data backups and implemented recovery procedures.
- Installed and updated antivirus software and performed system security checks.
- Maintained IT asset inventory, software licenses, and related documentation.
- Coordinated with vendors for equipment purchase, repairs, and AMC services.
- Monitored IT all performance, optimized storage, and reduced downtime.
- Developed and implemented IT policies and security guidelines.
- Assisted new employees with account setup, email configuration, and orientation.

Company Name	: **Interstoff Apparels Ltd. (Knitting Unit)**
Designation	: Support Engineer
Duration	: 1st August 2019 to 30th June 2023.
Department	: Information Technology (I T)
Company Location	: South Pansail , Kashimpur,Gazipur.

Duties/Responsibilities:

- Installed and troubleshot desktops, laptops, and OS.
- Managed IT hardware, software, and networks.
- Configured MikroTik Router, Wi-Fi, and switches.
- Maintained file and printer sharing on the network.
- Installed and monitored CCTV and IP cameras.
- Managed PABX, IP phones, and PA systems.
- Performed backups and security checks.
- Maintained IT assets and licenses.
- Coordinated with vendors for repairs and purchases.
- Developed IT policies and guidelines.
- Assisted new staff with IT onboarding.

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/IPphones.
- 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
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: /   /