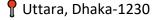
# Najmus Sakib

# Executive



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GitHub

# **CAREER OBJECTIVE**

Seeking an IT Support position where I can leverage my expertise in troubleshooting, network management, and end-user support to improve system efficiency and ensure seamless operations. Aiming to contribute to the company's success by implementing scalable solutions while staying abreast of emerging technologies and best practices.

# **EMPLOYMENT**

# **KD Systems BD**

#### Executive

July 2023 - March 2025

- Assembled and configured custom-built PCs tailored to performance needs and hardware compatibility standards.
- Installed, maintained, and troubleshooted various operating systems (Windows/Linux) and peripheral devices including printers and scanners.
- Conducted routine diagnostics and preventive maintenance to reduce hardware/software failures and extend system longevity.
- Installed and configured CCTV surveillance systems including DVRs, NVRs, and IP cameras across residential and commercial environments.
- Set up remote access, motion detection, and recording schedules through OEM software and mobile applications.
- Performed firmware updates, diagnostics, and seamless network integration for enhanced security and monitoring reliability.
- Installed and administered Windows Server roles and features including ADDS, DNS, DHCP, RDS, IIS, FTP, VPN, Proxy Server, and Print Server.
- Designed and enforced Group Policy Objects (GPOs) to ensure consistent and secure system configurations across the enterprise.
- Strengthened server infrastructure with technologies like BitLocker, Credential Guard, Windows Firewall, and IPsec.
- Configured and managed enterprise-level disk encryption, patching processes, and server protection protocols.
- Maintained robust security baselines and identity protection mechanisms to secure credentials and network infrastructure.
- Deployed and managed Microsoft Hyper-V environments supporting NUMA, Network Load Balancing (NLB).

- Configured high availability and load balancing for critical applications to ensure business continuity.
- Optimized virtualization performance through regular monitoring, resource allocation, and proactive maintenance strategies.

#### **VISER X Limited**

## **Junior Executive**

June 2021 - July 2022

- Developed and executed Facebook marketing campaigns, including ad creation, audience targeting, and performance analysis to drive engagement and conversions.
- Performed off-page SEO activities, such as backlink acquisition, guest posting, and citation building to improve domain authority and organic search rankings.
- Created and edited visual content (images and videos) for social media, advertisements, and website assets to enhance brand presence and user engagement.
- Troubleshooting and resolving network issues, ensuring smooth connectivity and minimal downtime for internal teams and digital operations.
- Monitored and analyzed website traffic and campaign performance, using tools like Google Analytics and Facebook Insights to optimize marketing strategies.
- Collaborated with cross-functional teams to align marketing efforts with business goals, product launches, and promotional activities.
- Managed content distribution across multiple platforms, ensuring consistency, accuracy, and adherence to SEO best practices.

## PROFESSIONAL SKILLS

#### **Technical Skills:**

- System Administration (Windows Server, ADDS, DHCP, DNS)
- Virtualization (NUMA, NLB, Load Balancing)
- Networking (Routing, NAT, VLANs, MikroTik, Cisco)
- Security (BitLocker, Credential Guard, IPsec)

## **Tools & Platforms:**

- OS Windows, Linux (Parrot, Ubuntu, Red Hat)
- Web-Based Tools: Microsoft 365, Google Workspace, Trello, Slack, Canva, Figma, etc.
- Website Customization: Webflow, WordPress

## **Soft Skills:**

- Time management
- Adaptability & problem solving
- Client communication
- Analytical thinking
- Curious and quick learner

## Language:

- Bangla Read, Write and Speak
- English Read, Write and Speak
- Hindi Speak

## **PROJECTS**

- **Social Media Campaign Prototype**: Designed a targeted Facebook ad campaign for a local business, focusing on audience segmentation and creative visuals. Currently refining analytics integration for better ROI tracking.
- Personal Website Experiment: Built a responsive website using HTML, CSS, and Webflow to showcase my portfolio. Exploring additional features like a blog section to enhance interactivity.
- SEO Strategy Draft: Developed an off-page SEO plan with backlink strategies for a mock ecommerce site.
- Password Generator: Developed a password generator that enabled flexible input parsing (comma- or space-separated words), applying the Fisher-Yates shuffle algorithm for randomization, dynamic word cropping, and targeted character substitutions (e.g., i → 1, a → @) to produce robust passwords.

# **EDUCATION**

Diploma in Engineering (Electrical)
SSR Institute of Technology and Management

September 2015 - October 2019

Secondary School Certificate (Science)
Monnoo Textile Mills High School

**January 2013 - May 2015** 

## TRAINING

Network System Administrator by <u>IsDB-BISEW</u>

• Digital Marketing Course by SR Dream IT