




# Najmus Sakib

## Executive

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 [GitHub](#)

## CAREER OBJECTIVE

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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

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### 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**

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### **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

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- **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 e-commerce 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

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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

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- Network System Administrator by [IsDB-BISEW](#)

- Digital Marketing Course by [SR Dream IT](#)